

## **OFFICIAL MSDE ATTENDANCE RULES**

### **Students Scheduled For a Full Day**

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.

### **Students Scheduled For a Partial Day**

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.

*Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day\*\* A student scheduled for a two hour block of time will be counted present for ½ day if the student is in attendance for one hour.*

A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home, or activities supervised or sponsored by private groups or individuals.

Excerpt from **2008 Maryland Student Records System Manual**, page C-3.