

AELG Excused Absence Policy

Under certain circumstances, students may be given excused absences which will not count toward the maximum number of absences before they are dropped.

- All excused absences must include documentation.
- Approval needs to come from the site mentor or Intake/Assessment Specialist (Jonathan or Margaret).
- Excused absences count as zero hours when you count the total number of hours attended by the student.

Types of excused absences

What is the reason for the absence?	What do I do?	What do I write in the attendance card?	How many excused absences can the student have for this category?
Family emergency Illness Court appearance Immigration appointment	Send the student with documents to the mentor or IAS (Jonathan or Margaret) They will let you know if it is approved.	PS	Saturday classes: 2 All other 45/60/66-hour classes: 3 75/90/100-hour classes: 5
Disability-related issue	Send the student with letter from MC Disability Support Services to the mentor or IAS (Jonathan or Margaret) They will let you know if it is approved	D	As many as is indicated on the letter from MC Disability Support Services
Title IX pregnancy or post-pregnancy related issue for the person who is/was pregnant	Send the student with documents to the mentor or IAS (Jonathan or Margaret) They will let you know if it is approved	T9	No limit

Steps for instructors to change an absence from unexcused to excused:

1. Students should first use the maximum unexcused absences.
 - a. If a student says they were sick, etc., tell them to hold onto whatever documentation they have until they need it after they have hit the maximum.
 - b. If the student is persistent in saying they want the absence excused now, go ahead and have them talk to the mentor to have it done now rather than letting it turn into a confrontation.
2. Once students have exceeded the maximum unexcused absences, they have the option to provide the mentor with documentation demonstrating some of the absences should be excused.
3. The mentor will look at the documentation and tell the instructor the days and type of excused absence it was for each day.
4. The instructor will change the absence to the code for the appropriate type of excused absence.
5. The mentor/instructor will not keep the document. It should be returned to the student.

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This is what you can let students know if they ask how what to do to receive an excused absence.

Although you have a number of absences you can have without any reason, there are a few reasons why we can excuse some absences. For most of these it should be an emergency.

1. These are the only reasons we excuse absences. If you are absent for another reason, you can use your *unexcused* absences.
2. You must provide a document to the site mentor. Please see below.
 - If you do not have the document, you can use an *unexcused* absence
 - Your teacher cannot excuse the absence. Only the site mentor can excuse it.

Reason for the absence	What are examples of documents I can show the site mentor?	How many excused absences are allowed?
Illness	Document from hospital or doctor	Saturday classes: 2
Court Appearance	Document from the court	All other 45/60/66-hour classes: 3 75/90/100-hour classes: 5
Immigration Appointment	Document from immigration office or court	
Family Emergency	Document from the hospital Death certificate Funeral program	
Title IX pregnancy or after-pregnancy related issue for the person who is/was pregnant	Document from hospital or doctor	No limit
Disability Support Services Letter	DSS Letter from Montgomery College	The number from the letter