



September 6, 2017

Dear Parent/Guardians:

We believe that all students can be successful. A significant factor in student success is regular attendance. This school year we are making changes to our progressive attendance procedure. This procedure deals specifically with unexcused absences, usually a result of students skipping classes.

Students who accumulate excessive unexcused absences during the semester will be placed on Credit Withheld Status (CWS) and a letter will be sent home informing parents/guardians of this status. Students who are placed on CWS should continue to attend the class, will still be assessed, and will still have their attendance recorded. Our automatic dialer will continue to call home each night if they have one or more unexcused absences in a day.

Students who remain on CWS at the conclusion of the semester will not earn a credit in the course. If a student on CWS begins attending regularly, they can be eligible to come off CWS and obtain their credit.

The major implications of being on CWS are:

1. Teachers will continue to welcome the student to class when they show up and get them working on the material for that day. While students are on CWS, teachers will not be responsible for providing materials, instruction, or assessments missed due to previous absences or new absences, unless the absences are unavoidable.
2. Students on CWS that accumulate 20 unexcused absences will be removed from the course. Students may be removed sooner if there is no noticeable effort to attend classes.
3. Students who miss assessments have only one opportunity to complete that assessment at a time agreeable by both the teacher and the student but may take place outside of the regular class period (at the discretion of the teacher).

CWS is our attempt to impress upon a student that attendance matters. Please help us reinforce this message by having a conversation with your child.

Parents are encouraged to access the Parent Portal to view student attendance.
http://tyler.etsd.mb.ca/TSI_Live_360/

If you have questions about this please do not hesitate to call 204-667-1103 and ask to speak to your child's Student Services Contact Representative or Vice-Principal.

Sincerely,

Miles Macdonell Collegiate Administration