

MCSISP 2019-2020  
Attendance Reporting

**Please email Cynthia at [cfagan@mcstn.org](mailto:cfagan@mcstn.org) with your student's name, grade, and number of days in attendance for each semester.**

**Semester 1 Attendance Report AND Curriculum Worksheet DUE 12/16/19**

(\$25 per month late fee after 12/30/19)

August 1 – December 11 (with one week off for Thanksgiving – 90 days)

Name \_\_\_\_\_

Grade \_\_\_\_\_

Days present **this** semester \_\_\_\_\_

**Semester 2 Attendance Report AND Curriculum Worksheet DUE 5/18/20**

(\$25 per month late fee after 6/1/20)

**Due 5/15/20 for Seniors (Must be on time)** Graduation date is 5/16/20! Please alert your co-op teachers and professors ahead of time that you will need your grade(s) posted as soon as possible. This may mean turning in your work early.

Dec. 12 – May 7 (off two weeks for Christmas/New Year break and one week off for Easter/spring break – 90 days)

Name \_\_\_\_\_

Grade \_\_\_\_\_

Days present **this** semester \_\_\_\_\_

The dates given above are a guideline for you to use in order to meet 180 days of attendance. You may set your own schedule, but you must report on time. Seniors must complete their studies and report on time to graduate (and receive their transcript and diploma in a timely manner). Only a paper copy of the Curriculum Worksheet must be mailed each semester. Please email your student's attendance. Please post the due dates on your calendar NOW to avoid the \$25/delinquent month late fee. I will email a reminder as a courtesy; however, failure to receive a reminder does not absolve your responsibility to report on time.