

MCSISP 2020-2021  
Attendance Reporting

**Please email Karen at [kmetcalf@mcstn.org](mailto:kmetcalf@mcstn.org) with your student's name, grade, and number of days in attendance for each semester. Please include a list of your student's activities from each semester.** (We are not keeping track of activities, but are asking you to list them so that we can refer to them when writing letters of reference and to encourage you to keep a list yourself.)

**Semester 1 Attendance Report AND Curriculum Worksheet DUE 12/16/20**  
(\$25 per month late fee after 12/30/20)

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

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Activities: \_\_\_\_\_

**Semester 2 Attendance Report AND Curriculum Worksheet DUE 5/14/21**  
(\$25 per month late fee after 5/29/20)

**Due 5/14/21 for Seniors (Must be on time)**

Dec. 12 – May 7 (off Dec. 21- Jan. 1 for Christmas/New Year break and one week off for Easter/spring break – 90 days)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Activities: \_\_\_\_\_

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 (mail to: Karen Metcalf, MCSISP, 1625 Lisa Drive, Maryville, TN 37803.) 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.