

## Student Attendance

### Absences/Absent Notes

Daily classroom attendance is critical to student achievement. Student absences are closely monitored and we are required by law to ask for an absent note stating the reason for the student's absence. This note should include the date of the absence, the reason for the absence, and a parent or guardian's signature. Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian and a building administrator.

The only excused absences are for illness, a doctor appointment, a death in the family or a religious obligation or observance. The procedure for absences is:

1. Call the school attendance office at 471-1700, extension 1 to report the absence.
2. Send a note in with your child on their first day back to school explaining the absence.

### Students Arriving Late:

It is important for your child to be on time and in school every day of the school year. Students arriving late to school must report to the attendance office to sign in and will be given a pass to go to class. Students who are not being signed in by a parent or guardian must have a note stating the reason for the lateness. Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian and a building administrator.

The only excused lateness's are for illness, a doctor appointment, a death in the family, or a religious obligation or observance.

### Early Dismissal

Parents are requested to arrange medical, dental and other appointments for their children outside of school hours. If there is a need for a student to be dismissed early, the parent must report to the attendance office and sign that student out. Students will be released only to parents unless the school has been notified by the parent that he/she has granted permission for someone else to pick up his/her child. The parent or authorized person must come to the attendance office and present identification when signing the child out.