

## **ATTENDANCE PROCEDURES AND INFORMATION**

24 hour Attendance Line – 348-8626

**ABSENCES** – When your child is absent, please call the attendance office (348-8626) by 10:00 a.m. the morning of the absence. If this is not possible, send a note with your child the morning of his/her return. If an absence is not excused by the parent/guardian, it is considered truancy. Please work with us to ensure the safety and whereabouts of your child.

**LONG-TERM ABSENCES** – If your child will be out of school for a period of time due to vacation, sport trips, etc., please inform the office. Informing your child's teachers does not excuse your child's absence; you need to include Camille Rogers in your e-mail. We have a Pre-Acknowledged Absence form in the office for this purpose.

**TARDIES** – When your child arrives late for school, please take a moment to call, send a note with him/her or accompany your student to the office. Often times, the student who is just dropped off at school cannot reach the parent/guardian and is issued an unexcused tardy and possibly a detention.

**BLUE PASSES** – If your child needs to be excused during the school day, please send a note to the office with your child that morning. We issue a Blue Pass first thing in the morning, so your child can be waiting for you when you arrive to pick him/her up from school. It is difficult to call your child out of class at a moment's notice when he/she may be in gym class or outdoors. It is especially difficult during third and fourth periods when we do not have office aides.

**MESSAGES TO STUDENTS** - If plans have changed for how a student is to get home, please call before 2:00 p.m. so we can assure the message will get to your child.

**AUTHORIZATION FOR PICKING UP A STUDENT** – Please note if a relative or friend arrives to pick your child up from school we will not release your child to that person without written approval from the parent/guardian or a phone call from you. This includes older siblings.