

What you should know about:

Attendance at Hanshew

<i>Notification of an absence/Admit Slip</i>	
-	<u>Call that day, before 10 a.m. at 267-0200 (a 24-hour line).</u>
-	Send a detailed note or bring your child to the Front Office for an Admit Slip the next day, ONLY if you have forgotten to call the day of the absence.

<i>Morning Tardies/Admit Slip</i>	
-	It is the responsibility of the child and family to get their student to school on time. The first bell rings at 8:10 and the tardy bell rings at 8:15 a.m. It is a common courtesy to the teacher to be on time.
-	Phone early, provide a signed note, or come into the Front Office explaining the reason for the tardy. <u>Never send your tardy child directly to class.</u> Your child needs an Admit Slip from the Front Office to get into class.
-	Excessive tardies, whether excused or not, may result in detentions and/or In-School Suspension.

<i>Pre-Acknowledged Absence</i>	
-	If you plan to be away 5 or more days, fill out the Pre-Acknowledged Absence Form, which is located in the Front Office.
-	<u>Turn in the first page of the Pre-Acknowledged Absence form to the Front Office before you leave,</u> as informing the child's teachers is only one part of this process.

<i>Blue Pass (official pass to leave school)</i>	
-	Preferably send a detailed note with your child to exchange for a Blue Pass, before Period 1, the day of the appointment.
-	Please avoid making appointments during tests and finals and/or showing up at the last minute.
-	Students leaving school without a Blue Pass are considered truant.

<i>Automated Attendance Notification System</i>	
-	Calls and/or emails will be sent daily from ASD Data Processing Center, for students showing one or more absences for that day.

**Bottom line:
Be at school, be on time, be prepared!!**