

Smith Middle School

Attendance Information



Good attendance is essential to school success. There are, however, occasions when your child may be absent from school. If your child is going to be absent, we request that you call to report the absence by 10:00 a.m. We operate a 24-hour absence line each school day and during the weekend. The number is 248-823-4701. Parents may also report an absence or excuse a student in writing. Notes should be brought to the office prior to 8:15 a.m. Students whose parents have not had contact with the office regarding the absence will receive an unexcused absence. Students with an unexcused absence should report to the main office to receive an admittance slip prior to first hour on the day of their return. Students will not be admitted to class without this slip. The absence will remain unexcused until verified by a parent. The ability to make up work may be impacted by the status of the absence.

Should you know in advance that a child will be absent for any length of time, please notify the office prior to the absence. Students will carry a prearranged absence slip to their classes. This allows teachers to make arrangements with students for work that will be missed prior to the absence. We appreciate your cooperation with our attendance policy.

Attendance & Homework Requests:

Mrs. Lindsey VanDyck, Secretary to the Assistant Principal

Mrs. Kimberly Vergauwen, Assistant Principal