

RMS Attendance Office

Redmond Middle School wants your student to be successful! Parents and guardians can help their student by promoting and encouraging regular, punctual attendance. Being in every class period and on time every school day ready to learn is very important and leads to a positive learning environment for all students and staff.

*****Please note that the Attendance Office must be notified for any student related absences: All day absence(s), Early Dismissal, and Late Arrival/Tardies, Pre-arranged/Vacation. Thank you for your support.**

RMS Attendance Line: 425-936-2441

Attendance Procedures

Reporting a Student Absence

If your student will not be in school today, please notify the RMS Attendance line by calling 425-936-2441 (voicemail available 24 hours a day) before 9:00 AM.

Please leave the following information listed below:

Student's name (**spell the last name slowly**) and your relationship to the student, most importantly, the **reason for the absence**. Failure to provide a reason for your student's absence may result in an unexcused absence.

If circumstances prevent you from calling on the day of your student's absence, please send a signed note with your child on the day of his/her return; indicate the date(s) of the absence and the reason. *

Absences not called in, must be cleared within two days or it may be considered truant/unexcused.

*RMS's absence/tardy form, "[A Note to Redmond Middle School Attendance Office](#)" can be completed and signed by the parent/guardian and delivered to the Attendance Office by the student. Forms are available at the Attendance Office or can be downloaded at home by clicking on the attachment below.

Excusing an Absence

Parents or guardians must verify all absences within 48 hours (two school days), preferably the day of the student's absence:

1. By a phone call to the Attendance Office at 425.936.2441 before 9:00 AM (voicemail available 24 hours a day). Please leave the following information listed below:

Student's name (spell the last name slowly) and your relationship to the student, most importantly, the reason for the absence. Failure to provide a reason for your student's absence may result in an unexcused absence.

2. By a written note signed by the parent/guardian

When verifying an absence, please include all of the following:

- Student's first and last name (**please spell when leaving a phone message**)
- Date(s) of absence(s)
- Reason for the absence

Failure to verify an absence within 48 hours (two school days) may result in an unexcused absence. Students are responsible for their attendance and rely on their parents and guardians to excuse their absences and tardies in the required timeframe. Absences must be cleared within two days or it may be considered truant/unexcused.

- Please be aware that the RMS main phone line (425.936.2440) rings continuously throughout the day and even more so in the mornings. Please make sure you call the Attendance line to report your student absence at (425-936-2441).
- If your son or daughter experiences an illness, medical condition or an accident that leads to an extended absence, please contact your student's counselor as soon as possible. **Parents and guardians are strongly encouraged to schedule medical appointments outside of the school day whenever possible.**
- A doctor's note should be obtained when a student misses school for extended period due to illness or injury. The doctor's note should be brought to the Attendance Office.

*RMS's absence/tardy form, "[A Note to Redmond Middle School Attendance Office](#)" can be completed and signed by the parent/guardian and delivered to the Attendance Office by the student. Forms are available at the Attendance Office or can be downloaded at home by clicking on the attachment below.

Late Arrivals/Tardies

Students arriving to school late, [must sign in at the Attendance Office and obtain a pass before going to class](#). A parent/guardian signed, written note or a parent/guardian phone call is required within 48 hours of the late arrival or the student will continue to be marked unexcused.

- A student who is tardy will be marked "late" when he or she is not in the classroom by the bell, ready to work as defined by his or her teacher. Students who are more than fifteen (15) minutes late to class are marked "absent."

Please be aware that the RMS main phone line (425.936.2440) rings continuously throughout the day and even more so in the mornings. Please make sure you call the Attendance Line 425-936-2441 to report a late arrival and leave your message. It is checked regularly throughout the day.

Early Dismissals

Early dismissals must be arranged prior to the absence.

Please send a signed note with your student in the morning of the needed early dismissal day for your student to bring to the Attendance Office **before school** so a pass can be provided in advance for your student to leave class. For safety and security, a parent must come in the Attendance office and sign out their student.

- This helps minimize classroom disruptions to valuable learning time that occur when a runner is required to deliver a pass to your student in the classroom during the school day.
- This allows your student to be ready to leave on his or her own or be available for parents/guardians to pick up at the specified time.
- There are times during the school day when a pass cannot be delivered to your student. Due to varying circumstances, it can take up to 15 minutes to retrieve a student from their classroom.

It is understandable that there are times a student must be released early for an appointment or emergency that the parent/guardian was unaware of in time to send a note in the morning with their student. In these instances, it is advisable to contact the Attendance Office as soon as possible and leave a message at 425.936.2441 and prior to your arrival. The voicemail is checked throughout the day. As indicated above, it can take up to 15 minutes to retrieve a student from their classroom due to varying circumstances.

Parent must sign out their students at the Attendance Office when they leave during the school day or the absence is considered truancy.

We appreciate your assistance and understanding and request that every effort be made to keep your student in class the entire school day so the best possible learning environment can be preserved for all our students and our teachers.

Student Indicates an Absence is in Error

Classroom Teacher

If a student has been marked absent by his or her teacher and indicates there is an error because he or she was in class, the student must make contact with his or her teacher who can then advise the Attendance Office to update the attendance record.

- The Attendance Office cannot excuse a student marked absent by a teacher without confirmation from the teacher that there was an error
- In this case, a student can request that the teacher email or inform the Attendance Office to confirm

Substitute Teacher

If a student indicates a substitute teacher has marked him or her absent in error, the student must make contact with the substitute teacher or their regular classroom teacher who can advise the Attendance Office to update their attendance record. Even in instances when a student has had a substitute teacher, most often, the regular classroom teacher is able to determine if a student was in class based upon work completed or turned in and/or by the observations of other students or Para educators who were in attendance.

- The Attendance Office cannot excuse a student marked absent by a substitute teacher without confirmation from the regular classroom teacher or the substitute teacher that there was an error
- In this case, a student can request that his or her regular classroom teacher or substitute teacher email or inform the Attendance Office to confirm

School Messenger

Any absences not excused by 9:30 AM by the parent/guardian will receive an automated call from our School Messenger. Please note that there are times when you may receive a call in error. Some reasons your student may be marked absent in error:

- Tardiness
- Student not in seat when attendance is taken
- Student working with another teacher and did not inform current teacher
- Student in the Office: Main Office, Counseling Office, and Attendance

If you receive an absence call and believe that your student is in school, please call RMS at 425-936-2440 to verify.

If your student is marked absent in error, once verified the Attendance Office would update the student's attendance. Please note that we make every effort to call each student to the Attendance office to verify about their absence or tardy in error.

Makeup Work for Excused Absences

When an absence is excused, makeup work will be allowed.

- Students are responsible for all makeup arrangements
- Makeup assignments should be requested directly from the teacher(s) either by email or phone
- Failure to complete missed assignments in a timely manner will result in loss of credit
- A student has the same number of days to make up work as number of days absent, up to one week

Makeup assignments are made available for pick up at the Attendance Office. It is advised that parents/guardians confirm that makeup assignments are at the Attendance Office prior to coming to the school.

Pre-Arranged/Long-Term Absence Form

If you know in advance that your student will be absent for more than 3 days, please print and complete the RMS Long-term/Pre-arranged absence form and submit it to the Attendance office as soon as possible. Parents and guardians are asked to keep in mind that an absence from school, even though work is made up, is not advisable unless absolutely necessary and may result in a lowered grade or loss of credit. Instruction may not be repeated and could adversely affect a student's final grade.

Parents and students are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, etc., on days that would not require missing school. When this is not possible and a student must miss several days of school, the student should:

1. Pick up or download the Prearranged Absence Form
2. Bring the fully signed Prearranged Absence Form to the Attendance Office for approval prior to the absence period.

Once the Long-term/Pre-arranged absence form is completed and submitted to the Attendance office, a **Homework request form** will be given to your student to show this form to each his/her teacher to receive any homework that will be missed. Please note that teachers may or may not provide work to your student prior to the absence. **Any absences must be cleared with the Attendance office.**

Attendance Forms – Please choose which form you need. Download, Print, and Submit to the Attendance Office:

Note to RMS Attendance Office – used for excusing an absence or for early dismissal or late arrival.

Pre-Arranged Absence Form – Must be completed for any absences ***more than 3 days*** and submitted to the Attendance office **10 days prior to the absence.**