

NOTRE DAME PREPARATORY

ATTENDANCE POLICIES AT A GLANCE

ATTENDANCE OFFICE - (480) 634-8250 or bmarrs@ndpsaints.org

BRIE DRAGONETTI, DEAN OF WOMEN - (480)-634-8227 or bdragonetti@ndpsaints.org

THOMAS WHITE, DEAN OF MEN - (480) 634-8228 or twhite@ndpsaints.org

FAX - (480) 634-8299

If your child will be absent: Call the Attendance Office at (480) 634-8250 OR email the Attendance Office at bmarrs@ndpsaints.org each day the student is absent.

If your child needs to leave school early for any reason:

- 1) A note must be turned in to the Attendance Office at the beginning of the school day, OR parents can email the Attendance Office, OR the parent may call the Attendance Office so the student can be given an Early Dismissal slip. If you obtain a last minute appointment, please call ahead so we can get the student out of class. If we do not receive a note or phone call ahead of time, you may need to wait until the end of the period to check your student out.
- 2) If the student needs to leave for a medical reason, **he/she must bring a medical note to school upon return from his/her doctor/dentist on the doctor's letterhead.**
- 3) If anyone other than a parent or guardian is picking up a student from school early, the school must have written permission from the parent or guardian for another person to pick up their child, even if the other person is a relative or is listed in the emergency contact information.
- 4) Students may not leave school early with other students, other students' parents, or anyone else without written permission from a student's parent or guardian.
- 5) If students are ill, they should go to the nurse. Students should not call their parents to come to school and pick them up.

If your child arrives at school after 8:00 a.m.:

The student must bring a note from his/her parent regarding the tardy, OR parent must call the Attendance Office or Dean of Students regarding the tardy, OR parent must accompany student to the Attendance Office and sign him/her in, OR student must have a doctor's note.

Pre-Arranged Absences:

If you know ahead of time your student will miss school for any reason, please have them fill out a Request for Pre-Arranged Absence form and return it to the Dean's Office at least two school days prior to the student's absence. This form can be found at the NDP website under the Quicklinks section or you can obtain a form from the Attendance Office. If a student is going to be missing Mass, Reconciliation, Adoration, a House meeting, or an assembly, the student will be required to fill out a pre-arranged absence form and have it approved by the Deans' Office.

For more information on attendance, please see the NDP 2019-20 Student/Parent Handbook.