

NOTRE DAME PREPARATORY

ATTENDANCE POLICIES AT A GLANCE

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

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

FAX - (480) 634-8299

If your child will be absent:

- Please fill out and submit the Attendance Form

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

- 1) The Attendance Form must be submitted as soon as possible as students will be escorted to the office or to their car by security or Dean White for safety and security purposes. Students will not be permitted to leave their class otherwise.
- 2) If the student needs to leave for a medical reason, **he/she must provide a medical note to school upon return from his/her doctor/dentist on the doctor's letterhead.** This can be an email or scan from the doctor's office. Until a note is provided, the absence will not be medically excused.
- 3) If anyone other than a parent or guardian is picking up a student from school early, the school must have that person listed as an emergency contact or written permission from the parent or guardian for another person to pick up their child, even if the other person is a relative.
- 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.
- 6) Students must report to campus by 9:50 am. Students will not be allowed on campus after that time.
- 7) If a student leaves campus for any reason, he or she will not be allowed to return for the remainder of the day.

Pre-Arranged Absences:

If you know ahead of time your student will miss school for any reason, please have them fill out the Attendance Form and submit it at least two school days prior to the student's absence. This form can be found at the NDP website under the Quicklinks section.

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 2020-21 Student/Parent Handbook.