

Attendance

PROCEDURES

- If your student is absent, or if you are planning for an upcoming absence (e.g. family trips or medical procedures) please notify the office at 281-6219.
- If you are leaving a message, please give your student's first and last name. State the reason your child is absent — whether it is due to illness, family in town, etc. — so that we can code the absence appropriately.
- If your child is sick, please call the office every day your child is absent. If you have visited a doctor, and there is a specific date your child may return, let the office know and we will code your student's absence through that date. Please provide a doctor's note upon your child's return.

ABSENCE CODES EXPLAINED

E — Excused. These are any absences not due to illness that parents have called the office to excuse. Excused absences are counted against a student's attendance record.

I — Illness. These are absences due to illness that parents have notified the office of. They have not been medically excused by a doctor, dentist, counselor, therapist, etc. Absences due to illness are counted against a student's attendance record, unless a note from a medical professional is provided.

T — Tardy. Late to school (arrival after the 8:20 bell has rung) without a medical excuse from a medical professional. These are counted against a student's attendance record.

M — Medical Absence. These are medically excused absences. If your child was ill and saw a doctor or if your child had a medical appointment, please provide a doctor's note. Medical absences are not counted against a student's attendance record. If you do not provide a note from the doctor, we cannot code the absence as medically excused.

MT — Medical Tardy. Late to school (arrival after the 8:20 bell has rung) due to medical appointment. Please provide a doctor's note. Medical tardies are not counted towards a student's attendance record. If you do not provide a doctor's note, we cannot code the tardy as medically excused.

U — Unexcused Absence/Truant. If a student is absent and we do not hear from a parent or guardian as to the reason, the absence is unexcused, and the student is considered Truant. Unexcused/Truant absences are counted toward a student's attendance record.