

Tardies & Absences

When and how to properly notify OSL

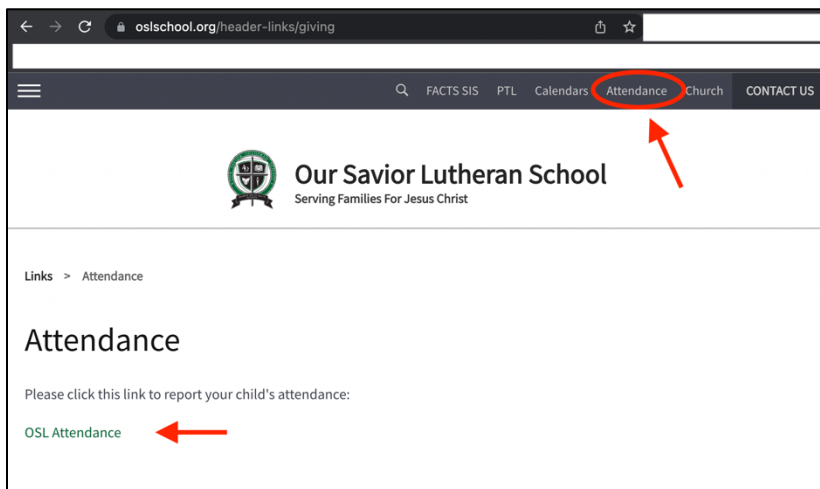
Tardy: Any scholar who is not in their classroom by 8am is considered tardy. Tardy scholars must enter the school through the office to sign in and receive a pass to class. If the tardy is due to an appointment, please bring a doctor's note to ensure that the tardy will be excused.

Any time a scholar will arrive late (more than 30 minutes) it is best to report that information to the school office through the OSL App or Attendance Link on the OSL website.

Absent: Each time a scholar is absent (excused or unexcused) it is essential to notify the school. The Attendance Link on the OSL website or the OSL App (Absence Form) are the best ways to communicate this to the school. This online form replaces the need to send a separate email notice to the school. Communication with the classroom teacher is recommended if you wish to make arrangements for missed work.

**Online forms can be completed in advance or on the day of the absence (as early as possible). The date box allows you to select any date. There is also a place to include further explanation if you wish to give a date range or details. You may also upload a doctor's note right on the form!

Submit using the school website – www.oslschool.org



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