

NORMANDALE ELEMENTARY SCHOOL

Promoting Good Attendance

NORMANDALE ATTENDANCE LINE

952-848-4102

QUESTIONS ABOUT ATTENDANCE?
CALL SHANNON CASE 952-848-4100

WHAT CAN YOU DO TO HELP PROMOTE GOOD ATTENDANCE?

- Schedule vacations and appointments **outside of school time**.
- Set a routine for bedtime, morning wake-up and transportation to school so time is not missed due to poor organization.
- Sign-up in Infinite Campus to receive attendance alerts and monitor absences.
- Set a goal of 95% or better attendance every year! (less than 9 days out of school per year, or an average of 1 day per month).
- If your student is absent call Normandale's attendance line at 952-848-4102. Do **NOT** call your student's teacher to report an absence.

WHAT WILL THE SCHOOL DO TO HELP?

- Our teachers and student support staff will closely monitor attendance.
- Families will be contacted if a student is frequently absent and/or tardy.
- If an attendance problem is identified we will work with families to improve.
- Chronic attendance issues may be referred to Hennepin County Be@School for intervention.

UNEXCUSED* ABSENCES	EXCUSED ABSENCES	TARDIES
<ul style="list-style-type: none"> • Oversleeping • Finishing homework • Vacation (unless the absence is pre-arranged using the Planned Absence Form and submitted 5 days in advance) <p>*All absences are marked un-excused unless the attendance line is called.</p>	<ul style="list-style-type: none"> • Illness • Medical/dental appointment • Family emergency • Religious holiday or observance • Funeral • School sponsored activities • Funeral • Vacations approved 5 days in advance 	<ul style="list-style-type: none"> • Students are tardy if they are not in the building by 8:40 AM • After 8:40 AM students must stop in the office for a tardy slip before proceeding to class. • Late arrival of more than 30 minutes will be marked as a half day absence.

UNEXCUSED ABSENCES		
3 Unexcused Absences	On Alert	Principal Letter Home
6 Unexcused Absences	Very Concerned !!	Potential parent meeting to plan for school success
9 Unexcused Absences	Excessive !!!	Will be reviewed on a case by case basis

CUMULATIVE ABSENCES (Excused + Unexcused)		
6 Cumulative Absences	On Alert	Principal Letter Home
9-17 Cumulative Absences	Very Concerned !!	Potential parent meeting to plan for school success
18 Cumulative Absences	Excessive !!!	Will be reviewed on a case by case basis

Did You Know?

The average student misses **NO MORE THAN 8-10 school days per year** (an average of 1 day/month)

Good student attendance is closely linked to high academic achievement