Each month/trimester schools run an attendance report for students from the previous month and send home the appropriate attendance letter.

The "1st Attendance Letter" gets sent home if a student has 4 or more absences. This letter is to bring attention to the absences and encourage increased attendance in the future.

The "2nd Attendance Letter" gets sent if a student has missed 7 or more absences. This letter is to notify parents that if attendance does not improve it is possible the district truancy specialist may begin to monitor the situation.

The "3rd Attendance Letter/Medical Excuse Letter" is given when a student has missed 10 absences. This is a serious letter that is given as a last resort for attendance concerns. Colorado State Attendance law states that "every child who has attained the age of 6 and under the age of seventeen years...shall attend public school for at least 968 instructional hours during the school year...". This letter is sent when meeting this requirement is in jeopardy or already in violation.

Due to the requirements set by the state law, kindergarten students may receive letters as it is 'optional' to attend kindergarten, however truancy steps won't be taken. Teachers are made aware of a kindergartener's attendance and will discuss with parents if they deem appropriate.

A tardy exceeding 30 minutes will be counted as a half day unexcused absence.

As always you can view your child(ren)’s attendance through parent portal. If you have any concerns regarding your child(ren)’s attendance please contact Mrs. Smith at 970-679-9500.

Students who are missing due to illness/injury and provide medical documentation are exempt from the attendance policies on the dates that are medically documented. This documentation can be faxed by the doctor's office to 970-679-9520.

If a long term (4 days or more) absence is expected, please see the front office or the Ponderosa website (office, forms) for a Pre-arranged Excused Absence form that should be completed as soon as possible and signed off by the classroom teacher and Mrs. Smith.

Thank you for your understanding of district policies and state law. We are always here to help your children learn and are available for any concerns a family may have. We appreciate your continued support of our school and the importance of student learning.