

## RMS Attendance Office

Redmond Middle School wants your students to be successful! Parents and guardians can help their student by promoting and encouraging regular, punctual attendance. Being in every class period and on time every school day ready to learn is especially important and leads to a positive learning environment for all students and staff.

\*\*\*Please note that the Attendance Office must be notified for any student related absences: All day absence(s), Early Dismissal, and Late Arrival/Tardies, Prearranged/Vacation. Thank you for your support.

RMS Attendance Line & email: 425-936-2441 or email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) (email is preferred)

### **Attendance Procedures**

#### **Reporting a Student Absence**

If your student will not be in school today, please notify email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) or the RMS Attendance line by calling 425-936-2441 (voicemail available 24 hours a day) before 8:00 AM.

Please leave the following information listed below:

Student's name (spell the last name slowly) and your relationship to the student, most importantly, the **reason for the absence**. Failure to provide a reason for your student's absence may result in an unexcused absence.

If circumstances prevent you from calling on the day of your student's absence, please email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org)

**Absences not called or emailed in, must be cleared within two days or it may be considered truant/unexcused.**

#### **Excusing an Absence**

Parents or guardians must verify all absences within 48 hours (two school days), preferably the day of the student's absence:

1. By a phone call to the Attendance Office at 425.936.2441 before 8:00 AM (voicemail available 24 hours a day). Please leave the following information listed below: Student's name (spell the last name slowly) and your relationship to the student, most importantly, the reason for the absence. **Failure to provide a reason for your student's absence may result in an unexcused absence.**
2. By Parent Square or email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) (Email Is Preferred)

**\*\*Examples of EXCUSED absences: illness, medical appointments, family emergency, religious holiday, school-related field trips, pre-arranged absences**

**\*\*Examples of UNEXCUSED absences: overslept, missed bus, traffic, homework, forgot something, parent was running late**

**When verifying an absence, please include the following:**

- Student's first and last name (please spell and speak slowly when leaving a phone message)**
- Date(s) of absence(s)**
- Reason for the absence**

Failure to verify an absence within 48 hours (two school days) may result in an unexcused absence. Students are responsible for their attendance and rely on their parents and guardians to excuse their absences and tardies in the required timeframe. Absences must be cleared within two days or it may be considered truant/unexcused.

-Please be aware that the RMS main phone line (425.936.2440) rings continuously throughout the day and even more so in the mornings. Please make sure you call the Attendance line to report your student absence at (425-936-2441).

- If your student experiences an illness, medical condition, or an accident that leads to an extended absence, please contact your student's counselor as soon as possible. Parents and guardians are strongly encouraged to schedule medical appointments outside of the school day whenever possible.

-A doctor's note should be obtained when a student misses' school for extended period due to illness or injury. The doctor's note should be brought to the Attendance Office.

## **Late Arrivals/Tardies**

Students arriving to school late, must come to the Attendance Office and obtain a pass before going to class. A parent/guardian signed, written note or a parent/guardian phone call is required within 48 hours of the late arrival or the student will continue to be marked unexcused.

**\*\* A student who is tardy will be marked "late" when he or she is not in the classroom by the bell, ready to work as defined by his or her teacher. Students who have missed more than half the class is marked "absent."**

Please be aware that the RMS main phone line (425.936.2440) rings continuously throughout the day and even more so in the mornings. Please make sure you email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) or call the Attendance Line 425-936-2441 to report a late arrival and leave your message. It is checked throughout the day.

## **Early Dismissals**

Early dismissals must be arranged prior to the absence. Please email at [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) or call (425) 936-2441 and leave a voicemail **at least 1-2 hours** prior to picking up the student

-This helps minimize classroom disruptions to valuable learning time that occur when a runner is required to deliver a pass to your student in the classroom during the school day.

-This allows your student to be ready to leave on his or her own or be available for parents/guardians to pick up at the specified time.

-There are times during the school day when a pass cannot be delivered to your student. Due to varying circumstances, it can take up to 20 minutes to retrieve a student from their classroom.

It is understandable that there are times a student must be released early for an appointment or emergency that the parent/guardian was unaware of in time to inform the attendance office in the morning with an email. In these instances, it is advisable to contact the Attendance Office as soon as possible and leave a message at 425.936.2441 and email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org) prior to your arrival. The voicemail is checked throughout the day. **As indicated above, it can take up to 20 minutes to retrieve a student from their classroom due to varying circumstances.**

**\*\*\*\*\*For safety and security, a parent must come in the Attendance office and sign out their students.\*\*\***

We appreciate your assistance and understanding and request that every effort be made to keep your student in class the entire school day so the best possible learning environment can be preserved for all our students and our teachers.

## **Student Indicates an Absence is in Error**

### **Classroom Teacher**

If a student has been marked absent by their teacher and indicates there is an error because They were in class; the student must contact their teacher who can then advise the Attendance Office to update the attendance record.

**\*The Attendance Office cannot excuse a student marked absent by a teacher without confirmation from the teacher that there was an error. In this case, a student can find the teacher email on Redmond Middle School Website <https://rms.lwsd.org/about-us/staff-directory>**

### **Substitute Teacher**

If a student indicates a substitute teacher has marked them absent in error, the student must

contact their regular classroom teacher who can advise the Attendance Office to update their attendance record. Even in instances when a student has had a substitute teacher, most often, the regular classroom teacher is able to determine if a student was in class based upon work completed or turned in and/or by the observations of other students or Para educators who were in attendance.

**\*The Attendance Office cannot excuse a student marked absent by a substitute teacher without confirmation from the regular classroom teacher or the substitute teacher that there was an error**

**\*In this case, a student can request that his or her regular classroom teacher or substitute teacher email or inform the Attendance Office to confirm**

If you receive an absence call and believe that your student is in school, please email [redmondmsattend@lwsd.org](mailto:redmondmsattend@lwsd.org), send a message via parent square or call RMS at 425-936-2441 to verify.

If your student is marked absent in error, once verified by the student's teacher the Attendance Office will update the student's attendance.

### **Makeup Work for Excused Absences**

\*Students are responsible for all makeup arrangements

\*Makeup assignments should be requested directly from the teacher(s) either by email or Phone

### **Pre-Arranged/Long-Term Absence Form**

If you know in advance that your student will be absent **for more than 3 days**, please print and complete the RMS Long-term/Pre-arranged absence form (found on RMS website <https://rms.lwsd.org/studentsfamilies/attendance>) and submit it to the Attendance office as soon as possible. Parents and students are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, etc., on days that would not require missing school. When this is not possible, and a student must miss several days of school, the student should: Parents and students are strongly encouraged to review the school calendar, and when at all possible, schedule activities such as vacations, etc., on days that would not require missing school.

### **WIN Time Absences**

WIN time is scheduled on Tuesdays, Thursdays, and Fridays right after 2<sup>nd</sup> period. If your student does not attend their scheduled WIN Time, they will get marked absent in Skyward it will be under period 10. If a student has been marked absent by their teacher and indicates there is an error because they were in class; the student must contact their WIN time teacher who can then advise the Attendance Office to update the attendance record.