

## HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

### Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

### Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student--Services Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office to release the student.

### Late Arrival

- Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy.
- Students arriving more than 5 minutes late to class must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

### Released Students

- Students released from all or part of the school day **must exit the building**. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

**PowerSchool** – [www.lafayettejeff.org](http://www.lafayettejeff.org) / PowerSchool link non-reported absence each evening  
**School Messenger** - automated call system – will notify you of your student's  
**Email/Text** - parent(s)/guardian(s) can request attendance reports be sent via email or text through PowerSchool

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