

# Attendance

In order for students to get the best education possible, it is important for students to be in school where they can learn and grow.

If for some reason your child cannot attend school, please contact the school office.

## Reporting an Absence

To report a Partial or Full Day of absence call the school office at (219) 956-3221

When reporting, please provide the following information:

- Student's first and last name
- Teacher's name
- Reason for absence
- Your name and relationship to student

## Students Arriving Late (T)

When students arrive late or leave early they are missing valuable instruction time. If an emergency arises and your child comes in late, please check your child in at the office. Students have to be checked in by an adult.

## Students Leaving Early (T-L)

Please send a note stating the reason and time you will be picking up your child. Please come and sign your child out in the office. Be prepared to show identification.

## Excused (E) or Unexcused (U)

If your child misses school for an illness, doctor's/dentist appointment (without a medical note), death in the family, or an approved educational activity by the school principal, they will be excused. If your child misses the school bus or absence is not reported to the school, your child will be marked unexcused.

## Verified Medical (V-M)

If your child misses school for a medical appointment which is verified by a note from the medical professional or is sent home ill by the school nurse, they will be marked as verified medical.

## Family Vacations

Please schedule family vacations at times when school is not in session. If your child has to miss school due to a family trip, please put a request in writing at least 5 days prior to absence, so teachers can prepare assignments. Students should present all completed assignments when they return to school.

## Make up Work

A student has one day to make up work for each day he or she has been absent.

## Excessive Tardiness and Absences

Must be reported to appropriate agencies by school officials. Students need to be in school a minimum of 84% of the school year to be promoted.