



Monrovia Elementary School
Attendance Awareness / Parent Information
2024-2025

Dear Parents,

As we begin the new school year, we want to make sure you are **Attendance Aware**. We encourage students to be present all day, everyday so they are fully engaged in the learning environment. We understand that sometimes our students must miss school due to illness or an appointment. It is vital that students attend school regularly and arrive on time each day to support their success. **We want to support our students in achieving an individual attendance goal of 96%. Our students who achieve this attendance goal miss no more than seven (7) days of school each year.** Student attendance is essential to learning, and every absence has the potential to interrupt the student's understanding of the material being presented. Please help us support your child by committing to take the following action steps this year!

Attendance Aware Family Action Steps:

- **Monitor your child's attendance weekly via Skyward.** A student can accumulate many absences over the course of the year, and the parent/guardian may not realize the extent of the absences or tardies. If you need assistance accessing Skyward, please contact the main office.
- **Report your child's attendance each morning by 9:00 AM.** (317-996-2246 / Press #1 to report an absence). An absence without a parent call is a truant absence.
- **Establish an expectation of regular school attendance.** Consistent attendance is a habit that will transition students from school to work and will help them establish an expectation before they enter middle school and high school.
- **Establish an expectation of arriving at school on time.** Our school day begins at 7:50 AM. Arriving on time ensures your student does not miss valuable instructional time with the teacher.
- **Communicate with us.** We are here to support your child's attendance, please contact Mrs. Tucker or Mrs. Gilkerson to speak about an attendance issue or concern.
- **Familiarize yourself with the MES Student Handbook and attendance requirements.** The MES Student Handbook is available on our via this link here: [MES Student Handbook](#)

Monroe-Gregg School District is required to report a child who is habitually absent from school to:

- An Intake Officer of the Juvenile Court
- The Department of Child Services

An Habitual Absence is defined as follows:

- **Habitual Truancy:** A student truant from school ten (10) or more days within a school year. A truant absence also includes an unexcused absence. *An illness without a doctor's note counts toward the ten day "truant" or "non-exempt" count.*
- **Chronic Absenteeism:** A student absent from school for ten percent (10%) or more, within a school year, for **ANY** reason which equates to eighteen (18) school days. This count includes excused or unexcused absences.

We encourage you to review the *MES Attendance Policy* in the *MES Student Handbook*. Please call the office to discuss any concerns you may have regarding your child's attendance.

Kind regards,

Mrs. Kelly Tucker, Assistant Principal

Mrs. Kelly Gilkerson, School Counselor