



ATTENDANCE

GOALS FOR THE 2024–2025 SCHOOL YEAR



According to the State of Indiana, students need to be in school at least 94% of the time. Students who consistently attend school are more likely to perform well in school and graduate. Similarly, students who are chronically absent are much less likely to achieve in the classroom or graduate.

DAILY SCHEDULE

Elementary Schools	John Young Middle School	Mishawaka High School
BREAKFAST SERVED 8:05 AM – 8:25 AM	BREAKFAST SERVED 7:50 AM – 8:10 AM	BREAKFAST SERVED 7:30 AM – 7:55 AM
DOORS OPEN 8:15 AM	DOORS OPEN 8:00 AM	DOORS OPEN 7:15 AM
CLASS BEGINS 8:30 AM	CLASS BEGINS 8:15 AM	CLASS BEGINS 8:00 AM

PERFECT ATTENDANCE

0 Absences
0-3 Tardies
0-3 Check Out Early

EXCELLENT ATTENDANCE

1-5 Absences
0-5 Tardies
0-5 Check Out Early

WHAT IS AN EXCUSED ABSENCE?

- Illness absence with a doctor’s note or authorizing by school nurse or other school official.
- Funeral.
- Medical appointments; verified by a written note from the doctor.
- Quarantine of the home; verified by the health department or school official.
- Exclusion from school supported by written documentation by nurse or other designated school official.
- Absences for justifiable personal reasons, with prior written request and written approval from the principal.

EXCELLENT ATTENDANCE	BASIC ATTENDANCE	CHRONIC ATTENDANCE
100%	99-97%	96-94%
0 Absences	1-5 Absences	6-10 Absences
FOR THE ENTIRE SCHOOL YEAR		

WHAT IS AN UNEXCUSED ABSENCE?

These are some common unexcused absences

- Personal Reasons (running errands for family, birthday, hair appointment, shopping trips, etc.)
- Unapproved vacations or trips
- Family emergency
- Transportation problems
- Babysitting
- Any absence without documentation or note from parent, guardian or medical professional

SCHEDULING APPOINTMENTS

We understand that sometimes you need to schedule appointments or trips. To help plan ahead and not miss any school, below are days school is not in session that would be the best days for scheduling appointments or trips.

August 30 Recess Day	November 27 eLearning Day	March 14 Recess Day
September 2..... Labor Day	November 28–29 Thanksgiving Break	April 7–11.....Spring Break
October 16 .. Parent/Teacher Conferences	December 23– January 3 Winter Break	April 18..... Good Friday
October 17–21 Fall Break	January 20.....Martin Luther King, Jr. Day	May 26 Memorial Day
November 5 eLearning Day	February 17 Presidents’ Day	AFTER May 28 Last Day of School