



ATTENDANCE
RECORD

SCHOOL ATTENDANCE

Student attendance is required by law in the State of Indiana. Parents and students are completely responsible for attendance. Notes for appointment are required in advance of the appointment to eliminate classroom disruptions.

STUDENT ABSENCE

Students that are out sick or at a morning appointment should be reported to the main office by 8am.

STUDENT APPOINTMENT

Students that will leave school early for an appointment must bring a note to the main office the day before the appointment date to receive a slip to leave class.

TRUANCY

Students that are absent from school and a parent/guardian has not been heard from will be reported as truant.

EXTRA CURRICULAR ACTIVITIES & ATTENDANCE

Students that are absent from school >30 minutes without a medical note from a physician, will not be permitted to participate in extra curricular activities.

SERVICE HOURS & ATTENDANCE

Service hours must be performed outside of the school day.

References to the policies can be found in the Student Handbook on our website.



STUDENT LEAVING SCHOOL PROCESS

- ☒ Student brings note to office **day before** appointment.
- ☒ The office issues a slip to leave class.
- ☒ The student will inform teacher by providing slip.
- ☒ The student is responsible for leaving the classroom.
The office does not contact the classroom.
- ☒ The student will sign out before leaving & upon return in the main office.

TARDY

Students will be counted tardy if they're not in class by the 7:20am bell; or by the beginning of the block. Multiple tardies will result in detentions and/or Saturday school.

CONTACT US BY 8AM
(812) 426-2258

www.materdeiwildcats.com