

Foxview Attendance Notes for Parents



What Should I do if my child will be absent for the day?

To report your child's absence or tardiness, please do the following:

1. Dial 983-9174
2. When the automated attendant answers, press 8
3. When you are asked which school, press 5 (For Foxview)
4. Leave a message including your child's
 - First and last name
 - Homeroom teacher
 - Reason for absence

This is a 24 hour service. We ask that you notify Foxview before 9:00am on the day of an absence. If we do not receive a call from you in the morning, we will assume that your child should be in school, and will make a follow-up call to you.

What should I do if my child needs to leave in the middle of the day for an appointment?

Please send your child to school with a note in the morning indicating the departure time. Your child will receive a pass to come down to the front office to meet you and be signed out. A note is preferable to an email or a voice message, since your child may be in Art, Phy. Ed., Music, Library, or engaged in an activity that is not with their homeroom teacher.

The office has been asked not to interrupt classrooms with non-emergency phone calls. Please make after school arrangements in the morning before your child leaves for school to avoid calls into the classroom.

Thank you for helping to keep your child's classroom a great place for learning!