

NORMANDALE ELEMENTARY SCHOOL

Promoting Good Attendance

NORMANDALE ATTENDANCE LINE

952-848-4102

QUESTIONS ABOUT ATTENDANCE?
CALL MARIA SEPULVEDA 952-848-4100

WHAT CAN YOU DO TO HELP PROMOTE GOOD ATTENDANCE?

- Schedule vacations and appointments **outside of school time**.
- Set a routine for bedtime, morning wake-up and transportation to school so time is not missed due to poor organization.
- Sign-up in Infinite Campus to receive attendance alerts and monitor absences.
- Set a goal of 95% or better attendance every year! (less than 9 days out of school per year, or an average of 1 day per month).
- If your student is absent call Normandale's attendance line at 952-848-4102. Do **NOT** call your student's teacher to report an absence.

WHAT WILL THE SCHOOL DO TO HELP?

- Our teachers and student support staff will closely monitor attendance.
- Families will be contacted if a student is frequently absent and/or tardy.
- If an attendance problem is identified we will work with families to improve.
- Chronic attendance issues may be referred to Hennepin County Be@School for intervention.

UNEXCUSED* ABSENCES	EXCUSED ABSENCES	TARDIES
<ul style="list-style-type: none"> • Oversleeping • Finishing homework • Vacation (unless the absence is pre-arranged using the Planned Absence Form and submitted 5 days in advance) <p>*All absences are marked un-excused unless the attendance line is called.</p>	<ul style="list-style-type: none"> • Illness • Medical/dental appointment • Family emergency • Religious holiday or observance • Funeral • School sponsored activities • Funeral • Vacations approved 5 days in advance 	<ul style="list-style-type: none"> • Students are tardy if they are not in the building by 8:40 AM • After 8:40 AM students must stop in the office for a tardy slip before proceeding to class. • Late arrival of more than 30 minutes will be marked as a half day absence.

ABSENCE RESPONSE	
3 Unexcused Absences	The school may communicate with parents/guardians about attendance concerns via letter, email, or phone call. Parents/guardians may be required to meet with the school social worker or administrator.
6 Cumulative Absences	The school will communicate with parents/guardians and may begin an intervention process to improve attendance. Resources are provided to the family and ongoing communication with the family occurs. Parents/guardians may be required to attend a Parent Group Meeting through the "Be@School" program in Hennepin County if all 6 absences are unexcused.
9 Unexcused Absences	Parents/guardians will be required to participate in a conference with the building administrator or designee. The school sends an initial report to Be@School program at the seventh unexcused absence. The school will communicate to the parents/guardians that the continued absences will result in eventual referral to the state attorney.
9-18 Cumulative Absences	At 12 unexcused absences, the school sends report 2 to Be@School, which includes additional information about the student, known or suspected barriers, and attendance interventions. School administration will continue to work with the family to communicate absences. At 17 days, the school sends report 3 to Be@School to update attendance, contact information, or any additional concerns. A student who reaches 18 cumulative (excused and unexcused absences) may be recommended for retention.

Did You Know?

The average student misses
NO MORE THAN
8-10 school days per year
(an average of 1 day/month)

Good student attendance is closely linked to high academic achievement