



Upper School FAQ

Who do I call if my daughter is absent?

If a student will be absent for any reason, a parent/guardian is required to report the absence to the school no later than 9 a.m. by calling 248-646-8900 ext. 220 or emailing attendance@ashmi.org and indicating the reason for the student's absence. In the event an absence is not reported, the assistant will call the student's parents. If the parent has not made contact with the school by the end of the school day, the student will be deemed "unexcused" and may face disciplinary action.

What if my daughter has to leave school early, or come in late, due to an appointment?

A doctor's note is required for a student arriving late to school for the absence (or Tardy) to be excused. This doctor's note may be brought in when your daughter arrives. Your daughter will receive a blue pass at the Portry upon arrival which she will bring to her classroom to permit entrance. Please also call the school office to inform us of the appointment.

If your daughter needs to leave before the end of the day, a note or email from the parent must be provided on the morning of the absence and turned in to the school office.

What if I need to talk to my daughter during the school day?

In order to support their daughters being fully present to the learning process, parents should not expect students to respond to a sent text or voicemail message during the school day. Parents should contact the main office in the case that they need to communicate a message to their child. If a student is not feeling well, she should report to the main office.

How do I access my daughter's grades and student reports?

Interim reports, report cards, transcripts, grade books, as well as attendance, are available in the Parent Portal (www.ashmi.org/parentportal). Login credentials are the same as those used to apply online.

What if I need to change my Household information?



Changes that need to be made to your address, phone number, or business contact information can be made in the Parent Portal. You may also email changes to updates@ashmi.org.

When will my daughter get her school picture taken?

Students will get their ID/yearbook picture taken in August. They will also receive their student identification card at this time. Pictures will be available for purchase through Lifetouch after the proof sheets have been sent home.

Can I Sync the School Calendar to my phone?

Yes! There are 5 steps to follow to sync the school calendar which differ from iPhone to Android. See below:

iPhone	Android
Using your iPhone, go to a calendar page on the ASHMI.ORG website	Using a laptop or desktop, go to a calendar page on the ASHMI.ORG website.
Press the RSS button 	Press the RSS button 
Press the ICAL button next to the calendar of interest	Press the ICAL button next to the calendar of interest
Pick "Add to Default Calendar App"	Pick "Get Google iCal URL".
You should see a dialogue box asking you to subscribe	In your Google calendar, click the "+" next to Other Calendars on the left, and choose "From URL". Paste the URL when prompted