



FAMILY ATTENDANCE ROADMAP



OUR PHILOSOPHY

At its core, attendance is fundamentally about nurturing and strengthening the relationship between the student and the school community. When we prioritize attendance, we prioritize relationships and meaningful experiences that cannot be replicated outside the classroom. As a school, we strive to foster an environment where every student feels a sense of connection and belonging.

ARRIVE ON TIME

Northfield
8:00 AM

Winnetka
8:20 AM
Early Bird
7:00 AM

REPORTING ABSENCES

To report day of or future absences (partial or full day):

- Log into PowerSchool Parent Portal
 - Select "Report New Attendance"
 - Complete form and click submit

After the date of the absence parents need to contact the attendance office at

847-784-2286

Leave a message including your name, student's name, ID #, date/time of absence, & reason for absence.

SUPPORT DURING THE DAY

- Students who are feeling ill, student MUST sign out through Health Services Office
- Students who need emotional support should seek support from their Adviser, Adviser Chair or visit Social Work
- If any of these supportive spaces determine that a student should be sent home they will contact the parent and excuse the student in PowerSchool.

EXTRACURRICULARS

- Students who miss two or more scheduled blocks (four 40-minute periods including Adviser Period and Early Bird) will not be permitted to participate in extracurricular activities that day. Students, coaches, sponsors, and directors will be notified via email if a student is ineligible.
- Student leaders are expected to maintain an attendance percentage of 90% or above.
- Students who exceed chronic absenteeism (over 10% in any class including adviser room) may lose the privilege of participating in extracurricular activities.

Sign in/ Sign Out Procedures

Students must sign in when they arrive at school after Adviser Period and sign out if they are leaving school and will miss a scheduled class. Students who don't follow this process will be

Northfield
B-Building
2nd Floor

Winnetka
N16 Door
(outside
cafeteria
on Trevian Way)

FULL ATTENDANCE HANDBOOK

