

Attendance Procedures for Parents

- If your child is going to be out of school for the day please call him/her out with the reason to the school's main office attendance line.
- Calling your child out from school **does not excuse** your child's absence
- Your child's first nine absences can be excused when a parent writes a note explaining why your child was out. This note must be handed in to the main office of your child's school.
- After your child has been absent (excused or unexcused) nine times from school, subsequent absences can only be excused by medical, dental or legal documentation.
- Deaths in the family may be excused by a parent contacting and communicating with your child's principal or assistant principal.
- Every time your child is seen by a physician or dentist please ask for a note for school during your visit and bring it in to your child's school.
- Every attempt should be made to have non-urgent medical and dental appointments scheduled **after school**.
- An email sent by a parent to excuse an absence is not, by state law, considered a parental excusal. Parental excusal notes **must be written or typed with appropriate signatures**.
- Family vacation should be taken during the school district's scheduled vacation times not during regularly scheduled academic school days. Vacation time can be excused only if it falls within a student's first nine absences. Any vacation days after the first nine absences will be considered absences.

