

Everything you could possibly want to know about attendance.

1. What is the difference between an Illegal Absence and an Unexcused Absence?
 - a. An Illegal Absence is for when a student under the age of 17 does not bring in an excuse for an absence. When a student reaches the age of 17 they will start to receive Unexcused Absences.
 - b. Please see the Student Handbook for the legal ramifications that occur under each type.
2. Can my 18 year old student write their own excuse?
 - a. Not unless they are emancipated and have a letter from the court.
3. Can my student leave school early to go to work?
 - a. The student will be marked unexcused.
4. If I pick up my child early, or call to pick them up early, do I need to have them turn in a written excuse to Attendance the next day?
 - a. Yes. A paper trail is always needed. A note needs to be provided even if the parent comes to the office to pick up the student.
5. If my child does not feel good, and I come to pick them up, do they need to turn in an excuse to Attendance the next day?
 - a. Yes. The only time that an excuse is not needed is when the nurse excuses a student. A student should see a nurse if they are not feeling well. The nurse is a professional and will call a parent/ guardian if one is needed.
6. What is an excused tardy?
 - a. An excused tardy will be assigned when a student comes to school with a doctor's note. The only exceptions to this rule is extreme weather (an excuse should accompany your student) or if the bus company calls to say there is a delay.
 - b. A parent may submit one note each quarter to excuse a student's tardy if there is an emergency or the student is ill.
7. What is an unexcused tardy?
 - a. Any excuse related to illness(not accompanied by a doctor excuse), car issues, missing the bus, oversleeping, hunting, family emergencies, being out of town, or personal appointments(hair appointments, shopping).
8. Do I have to get a doctor excuse when I am picking up my student for a doctor appointment?
 - a. Yes, it is school district policy that students have to provide a doctor excuse when they return to school. If one is not turned in, the student will receive an Illegal or Unexcused absence for the time missed. This is mandatory for all types of medical appointments, whether it be dental, medical, psychiatric, ophthalmology, etc.
9. Do I have to have my student bring in a note upon return if I spoke to the Attendance Secretary?
 - a. Yes. A note with the student's name, the dates missed, and the reason is needed upon return to school.
10. Does the Attendance Office tell students if they owe excuses?

- a. Yes. Each Homeroom receives a notification sheet the week before each quarter ends. This sheet lists the names of all students in the Homeroom who owe doctor excuses or personal excuses. It is the student's job to either check their Infinite Campus or to come and see the Attendance Secretary for a list of days unexcused and the types of excuses needed. After the quarter ends, no excuses will be accepted with the exception of medical excuses.
 - i. The school district has a three day policy for turning in an excuse.
11. My child is going on vacation. What should they do?
- a. Students should pick up a Vacation form at least 2 weeks before the vacation. All teachers should sign the form, as well as a parent/guardian. The completed form should be turned in to the Main Office, where Administration will approve/deny the request.
 - i. Approved vacations do not count against your student's sick days.
 - ii. Only one vacation will be approved by Administration each school year.
12. I received an automated call stating my student was not in homeroom, but I know they were.
- a. You will receive the automated call any time your student is marked absent during HR, 1st, 2nd, or 3rd period. This could be due to the fact that they are at the nurse, came to class late, did not raise their hand when attendance was called, etc.
 - b. The automated message always states that your student missed homeroom, even if it is a different class period that the student was marked absent for.
 - i. Please feel free to call the Attendance Office with any concerns.