

ATTENDANCE FAST FACTS

While the complete Erie School District Attendance Policy can be found in the Student Handbook, we thought that it might be useful to have some information handy for our parents.

1. If your student is going to be out for the day, we ask that you please call the school at 874-6309.
2. Please note that even if you did call the school regarding your student's absence, Erie School District Law requires a written excuse must be turned in within 3 days of the student's return to school.
3. If you are requesting homework for your student, the easiest method would be to email each teacher for the assignments. However, you may call the school office to request work to be sent to the office; please be aware that we will email teachers with the request, but depending on the teacher's plan period and their schedule, they may not be able to get work to the office that same day. Teacher's have 24 hours to collect work when it is requested.
4. If your student is tardy to school due to a doctor appointment, please make sure they have a note from the doctor or dentist.
5. If your student will be leaving school for an appointment, please make sure when they return to school (the same day or the next day) that they have a note from the doctor or dentist.
6. If your student will be leaving school for an appointment or other reason, and you did not send in a note with them that they would be leaving, you may call the school and we will get the excusal pass to them.
7. Since we are a high school, parents do not need to come into school to sign out their student, if they have already sent in a note or called the school Attendance Office, to say the student will be leaving school.
8. **Vacations:** If your student will be out of school for over 3 days due to a vacation, the student must get a **Family Vacation Request Form**, from either the Attendance Office or Main Office, one to two weeks before the date of vacation. This form is to be completed by the parent and then signed by all of the student's teachers. One of the Deans will sign the form for final approval. If no vacation form is turned in, the student's absence may be recorded as illegal.
9. You, as a parent, can submit one note each quarter to excuse your student's tardy. All tardies after this will need to have a doctor excuse to be excused.