

# ATTENDANCE – Student

---



Teachers are asked to take attendance via the computer each morning. If students come in tardy (after attendance has been taken), our registrar will make that change. Please use the following guidelines for taking attendance:

1. Take attendance on the computer no later than 10:00
2. Any student who comes to your room late (after 8:20) should have a tardy slip. If they do not, please send them back to the front desk.
3. If we have a late bus or other situation (weather, traffic incident, etc.), we will make an announcement. Do not count those children tardy or send them back to the front desk.
4. Students who arrive after 10:00 am need to be counted absent.
5. Attendance notes/ transportation notes, etc. will be picked up from your mailbox clips shortly after announcements. Please place parent notes outside your door at the start of your day.
6. See Deborah Cole, our registrar, with further questions.

If you are concerned about the attendance of a student in your class, please call the parent to express your worry. The first contact should come from the teacher. Parents will receive warning after excessive absences; however, the most meaningful contact begins with the teacher.

If you have a student who is absent for 3 or more consecutive days (without contact from the parent), please call home to express concern. Do not use this call to fuss at the parent or child.

Please forward any notes or emails to Deborah Cole regarding student attendance. Please notify the assistant principal, Kelly Lout, of students with excess absences, tardies, or early leaves. When you visit with the assistant principal, give her a record of your conversations regarding attendance.

\*\*Students may not leave the building without signing out through the office. Parents must check them out through the appropriate procedures at the front office. If we have a change of plans (ex. on a party day), you will be notified ahead of time. If a parent arrives at your classroom to get a child and does not have a slip from the front office, please take a moment to call up front and double check.