

EJH---Attendance Information---Keep by Your Phone

Student will be absent today (or arriving after 10:00 a.m.)

Call the Absentee Line at **836-7272** and leave the information listed below. (Please do not send e-mail.) We appreciate calls **before 10:00 a.m.** if possible. If circumstances prevent you from calling on the day of the absence, please send a signed note with your child on his or her first day back, indicating the date(s) of the absence and the reason for the absence.

- Student's name (spell the last name slowly)
- Your relationship to the student
- The reason for the absence, such as "sick", "medical appointment," "vacation," etc.

****Please refer to the section called "Attendance Policies and Procedures" in your child's agenda for information about excused/unexcused absences. Absences that have not cleared within three school days of the student's return will be considered unexcused and the student will be reported as truant.**

Pre-arranged absences (vacations etc.) when your child will miss all his/her classes:

- Have your child pick up a "Pre-arranged Absence" form in the Attendance Office and return the completed form to the office before the absence.

Partial Day Absences

Late arrival to school:

- Send a **note** signed by a parent/guardian with the child's first and last name and the reason for the late arrival. (No e-mail please.) If your child will arrive **after 10:00 a.m.**, please **also call** the Absentee Line at **836-7272** before 10:00 a.m. and leave the information listed on the reverse side under "Student will be absent today".
- If you are unable to send a note, please call the school directly at **836-7260** to report the late arrival.

Early dismissal:

- If your child will be leaving school early, he/she should **bring a note** signed by the parent/guardian (with name, time and reason for the dismissal) to the Attendance Office **before school**. In the event of a last minute appointment, call **836-7260** and advise the secretary of the need for an early dismissal.
- Students may sign themselves out and wait outside unless your note indicates that the student is to wait in the office or that a specific person(s) will be coming to pick up the student. In the latter case the student will only be released to the person(s) indicated.