

## ATTENDANCE



## Important Attendance Information 2016-2017

Students need to be in school every day to stay on track. Teachers' lesson plans are carefully constructed to introduce new concepts, reinforce them with learning activities, and then move on to new skills and ideas. When students aren't in school, they fall behind. And the more days they miss, the harder it is to catch up. That's where you come in.

**Report in.** Schools are required to track attendance of every student in every classroom every day. It is essential that you always contact the front office if your student is going to be late for class, will need an early dismissal, or will be absent. You may do so by sending a note with your student or by calling the front office at 766-2276, ext. 5101.

**Get the work.** If your student is out unexpectedly, due to illness or other reasons, in addition to contacting the school office to notify us of the impending absence, make arrangements with the front office to pick up a packet of work/readings from the school. If the absence will be lengthy (e.g., for surgery), alert the front office as soon as you know and get updated assignments and work packets as the days go on. Please allow the teachers a full school day to send work to the front office. Typically if you call prior to the start of the school day, work can be available by the end of the school day, so long as there are no scheduled trips or testing taking place that day.

**Check Those Appointments.** Schedule your students' doctor and dental appointments for after-school or weekend hours unless there's an emergency. Schedule your children's twice-yearly dental appointment during winter and summer breaks, and schedule school physicals, immunizations, and other routine care for school holidays or summer break.

Finally, remember to show and tell your student that attendance is important-whether it's as a student in school or as an adult on the job. You'll be helping them succeed, both in school and in life.

**Remember:**

- If your student is going to be tardy because of a dentist or doctor appointment, please notify the front office at 766-2276 and send in a doctor's note with your student.
- If your student requires early dismissal, please send in a written note to the front office or call 766-2276.
  - Very important: *You, or the adult (must be over 18 years of age), to whom you have given written permission to, such as your emergency contact, must come in to the front office to sign out the student with the front office. This is for the safety of your student. Students **are not permitted to exit the building without first being signed out.***

***We appreciate your assistance and cooperation.***

**NCUJHS Attendance: Elizabeth Kirchner, 766-2276 ext. 5101**