

# Attendance Etiquette

## The Dos and Don'ts of the Attendance Office

### DOs



Phone in to the absence line before 9:00 a.m. if your student will be absent for the day or late to school. 860-658-0451 and press 1 for the attendance line. A written note is required to confirm the absence/tardiness.



Send in a note with your student if he/she/they needs to be dismissed early. Please include student's full name, grade, the date and time of dismissal, the specific reason, and please include your signature. The student should bring the note to the attendance office before reporting to their first class of the day. This prevents interruption to the instructional day for your child and other students in the classroom.



Phone in to the attendance line and/or send in a note if your child is tardy. Please give the reason for the tardy. If a student misses half of class he/she/they is considered absent from that class.

### DON'Ts



Neglect to contact the school if your child is absent. If notification from a parent or guardian has not been received within 24 to 48 hours of the absence, it will be considered a cut and will be processed accordingly. All absences must be confirmed in writing.



Call the school with early dismissal information. Rather, **PLEASE SEND IN A NOTE** so the student may obtain the pass before his/her/their school day begins. The student must have a pass from the attendance office in order to be dismissed early from the classroom. If this is done through a phone call, the student needs to be called to the attendance office to receive the pass. This takes clerical time and disrupts instruction. Although we realize last minute appointments are occasionally necessary, please avoid them whenever possible.

**Every absence from class requires written confirmation.** As you can imagine, tracking our 1,200 plus students throughout the day is a monumental task, and the attendance office does an amazing job! Please help by following these guidelines. Thank you!