

**Important information about student attendance**

* Report all student absences to the attendance line ONLY at (708) 631-0490 press “2” and leave your name, your child’s name, teacher and reason for absence. Please do not call the teacher and leave a message on their voicemail to report absences. This line is open 24 hours to leave a voice message.
* Calls must be received by 8:00a.m. If we do not receive a call by the time school starts, we will call you and your emergency numbers.
* If a call is not received by 10:00am, we will call the local police to report a well-being check.
* Local ordinance states a student must be in attendance 95% of the school year (ex-we have been in school 87 days so it is expected that a child will not have more than 4.5 days absent at this point). This includes tardiness.
* **Absences due to illness are excused**. If your child is absent more than three days, a note is required from a doctor.
* If a AM student arrives at 8:45am or later, they are considered tardy.
* If a PM student arrives at 12:15pm or later, they are considered tardy.
* Attendance is reviewed by school administration and parent contacts will be made in the event of a concern. Per the Parent-Student Handbook, the school will work with the student to develop a plan to improve attendance. If this is not successful, excessive unexcused absences will be turned over to the local police department as a truancy issue and a citation may or may not be issued.

The information listed is explained further in the District Handbook. Your child’s consistent and timely attendance is a key factor in their success at school. If you have a question or concern, please contact Mrs. Fiske, Principal at (708) 631-0488.