

ATTENDANCE

Parents please communicate each day your child is absent via a note, telephone call, or personal conversation with your child's teacher. We have a telephone answering machine to report student absences. Parents are requested to leave their child's name, his/her classroom teacher's name, the nature of his/her illness and the date on which he/she is expected to return to school. If your child is late, please instruct them to stop by the office to sign the "LATE SIGN-IN BOOK". In the event that your child is absent and the school has **not** been notified, a phone call will be made to determine the child's whereabouts (we call parents' work numbers and all emergency contact people stated on your child's registration form or yearly verification letter).