

MY CHILD WAS ABSENT TODAY... WHAT SHOULD I DO?

For appointments with a HEALTH CARE PROFESSIONAL:

- **Bring a note** from the doctor's office stating the date and time
- If student **begins classes or returns to school** on the same day as the appointment and provides a valid note upon return no absence will be recorded

OTHER ABSENCES require a parent note following these guidelines:

- **Write on paper** – emails will not be accepted
Include:
 - Student first and last name
 - Grade
 - Id number (If known)
 - Date
 - Reason for absence
- **Sign and date by a parent/guardian** – notes signed by students under 18 will not be accepted
- **Submit note within three school days** of the student's return or the absence will be considered UNEXCUSED and count toward truancy

For more information contact
your campus Attendance Office

