UPDATE! ATTENDANCE PROCEDURES

1. The easiest way to report your student's absence is to go to your school's homepage and click on the school specific email address under ATTENDANCE.
    a. NOTE: You must use a return email address that's listed in our district database, please contact your school to update your contact information, if needed.
2. You may send or fax a hand-written note which includes:
    a. Student name and student ID number;
    b. Date(s) of the absence;
    c. Reason for the absence;
    d. Parent/guardian name;
    e. Parent/guarding signature; and
    f. Phone number where the note can be verified
3. You may call your elementary or middle school's attendance office to report an absence (high schools prefer an email or note). Additionally, please submit an email or note of explanation to the school within thirty (30) calendar days of the student's return to school to excuse the absence.

Please read the updated attendance procedure 3122P or by using our district policies and procedures webpage or school attendance websites to become more familiar with the new changes.