

Notes from the Attendance Office

****Always provide an excuse when your student misses school!****

Be sure to send a medical excuse, parent note or other type of lawful excuse when your student misses school OR is dismissed early. Up to 10 parent notes may be used per year with in the 1st 10 unexcused absences. Excuses can be submitted in the front office or by email.

Dismissals

Requests for early dismissals can be emailed or a handwritten note can be turned into the front office first thing in the morning. **Emails must be received by noon.** If they are not received by noon you must come into the school to pick up your child. An ID is required.

Please let us know ASAP if your child is ill or there is an emergency that will keep them out more than 3 consecutive days.

If your student arrives late to school they must sign in through the front office.

Students who miss more than half the class (45 minutes) are unexcused unless they turn in a lawful excuse. The codes UNEX, DSML, and UDEM are all unexcused codes in PowerSchool.

Your child will be considered truant if they have 3 consecutive or 5 non-consecutive absences.

Students can fail a class due to lack of attendance, even if they have a passing grade.

It is highly encouraged that parents download the PowerSchool Mobile app. This will give you realtime updates/notifications for your students attendance and grades.

SAHSAttendance@acpsd.net