

**Attendance Rules & Guidelines**

**What to do when you child is ill?**

**Attendance is taken at 10:00 a.m. each day.** If your child is not **in their classroom** at 10:00, they will be counted absent for the day. Partial day absences or instances of multiple parent early release during the school day could violate compulsory attendance laws.

- o All absences **must** be called in to the office @ **677-2789 by 10:00** unless pre-approved by the Principal. If you were unable to call in absence, a note must be sent with your child within 2 days after the absence or the absence will be unexcused.
- o If absent due to a doctor's appointment, please bring a note from the doctor.
- o Students who miss **3 consecutive days** due to personal illness must bring a note from a doctor or licensed health practitioner.
- o A note will be sent home at 10 absences. Students having excessive absences (15 or more for the year) due to illness will be required to bring a note from the physician or licensed health practitioner who treated the student. If the note is not provided the absence will be unexcused. Also, an attendance meeting by phone or in person will be made once a student reaches 15 absences.
- o At 18 absences, a student loses credit under the compulsory attendance law (25.092 and 11.158) and the attendance committee will have to determine whether to grand due to extenuating circumstances.

**PARENT REQUEST FOR PRE-APPROVED ABSENCE**

Secure a copy of the "Parent Request for Pre-Approved Absence" either from the office or from [www.canyonisd.net](http://www.canyonisd.net). Complete all sections of the form and return to the office at least **THREE SCHOOL DAYS PRIOR** to the absence. If this procedure is not followed, the absence will be coded "unexcused". The principal will make a determination whether the request is granted.

**TARDIES**

Students may come to school as early as 7:25 (students entering the school prior to 7:50 must go to the cafeteria or music room for early morning care). **Bell rings at 7:50** and students may enter the classroom at that time. **If a student is not in classroom by 8:00, they will be tardy and required to get a tardy pass from the office.**

- 5 Tardies:** The parent or guardian will receive a note stating the number of tardies and another copy of the attendance rules and guidelines.
- 10 Tardies:** The parent or guardian will receive a note stating the number tardies and a warning that they could be in violation of the compulsory attendance laws.
- 15 Tardies:** An attendance meeting will be scheduled with campus administration .

**PLEASE KEEP THIS FOR FUTURE REFERENCE!!!**