

# ATTENDANCE

## Absences

Parents/Guardians should call the school as soon as they know their child is going to be absent. During school hours, please call 364-8010, after school hours 364-0889. All absences are considered unexcused unless the parent calls or sends a note within 24 hours and provides an excusable reason. Failure to contact the attendance office will result in an unexcused absence for your student. Excusable reasons include:

- Student Illness
- Family Illness that necessitates absence of student
- Death in Family
- Religious Holiday

Other reasons are subject to approval by the principal and can be e-mailed to [lpritchard@henrico.k12.va.us](mailto:lpritchard@henrico.k12.va.us)

A physician's note may be required after a student has missed 10 days of school.

## Tardies

When a student arrives after 8:45 AM, he or she must report directly to the attendance office and sign in. All tardies are considered unexcused unless a parent/guardian sends a note or signs their student in with an excusable reason for the tardy. Excusable reasons include:

- Medical or court appointment
- Student or Family Illness
- Special and recognized Religious Holidays
- Other reasons approved by an administrator

Students do not need to be accompanied by a parent or guardian if they have either a Dr.'s note or a note from a parent/guardian.

## Early dismissals

For unavoidable situations that cannot be taken care of after school hours, students will be granted permission to leave school early if they have a note from a parent/guardian. The student is required to bring that note to the attendance office upon arrival to school to ascertain a pass that will release him/her from class at the appointed time. No requests for early dismissals will be taken over the telephone. If a student needs to be released early and does not have a note, a parent/guardian must come to the attendance office and present a photo identification to sign him/her out and then the student will be called from class. All students leaving early must sign out at the attendance office before leaving the building. No student will be released to any person that is not authorized to do so by the parent or guardian, under any circumstances.