



Front Office/ Attendance Office

DECEMBER

SCHOOL ATTENDANCE.....



EQUALS A BRIGHTER FUTURE!!

Always send notes when your child returns from any absence.

Punctuality:

School doors open at 8:30 am & children go straight to their classrooms. Our school day begins at 9:00 am. Arrival after this time will result in your child being marked as late/tardy.

Absences:

If your child will be absent for more than 1 day please contact the front office at 301-766-8001.

ALL ABSENCES COUNT: Absences are lawful or unlawful.

Unlawful absences include:

- Babysitting
- Illness of a family member
- Lack of transportation/missing the bus
- Oversleeping

No more than 12 absences, lawful or unlawful, per school year.

Absences after 12 days require official documentation (medical/doctor note, legal documentation).

MOVING???



WE NEED TO KNOW....Contact the office
Verification of Residency:

- Needs to be provided for **every** change of address, even **within** the district/county.
- Acceptable verification of residency **must** be provided by primary resident or property owner
- Contact the front office for what qualifies for acceptable verification.
- New student information sheets need to be filled out.



VACATION???



Family vacation absences are considered lawful **only** if they have prior written approval from the principal and do not exceed three days per school year. Written requests must be made at least 10 days in advance of the requested student's absence; and after approval, **parents are responsible for requesting missed assignments. Teachers need at least 4 days notice for preparation of materials.**

A B C'S OF STUDENT SUCCESS

A is for Attendance:

Attendance is a critical factor in any child's school success. Children should be in school every day school is in session, except in cases of lawful absence (illness, court summons).

**COMMIT TO EXCELLENCE IN ATTENDANCE--
YOUR CHILD'S FUTURE DEPENDS ON IT!!!!**