

ATTENDANCE REMINDERS...

- **Call the main office 301-279-3949** by 8:45 a.m. to report an absence for your child.
- In addition to the phone call on the day of absence, a note signed by parent must be submitted to the main office the following day containing the reason for absence.
- The absence is recorded as unexcused unless a note is received within 5 days.
- An absence for illness of 5 days or more requires a doctor's excuse.
- The following circumstances are considered "lawful" reasons for a student to be absent from school:
 - ✓ Death in the immediate family
 - ✓ Certified illness of the child
 - ✓ Court summons
 - ✓ Violent/hazardous weather
 - ✓ Religious holidays
 - ✓ Work or activity authorized by school authorities
 - ✓ State emergency
- There is a direct and positive relationship between school attendance and student achievement. Extended absences could affect a student's academic progress and grades. Under normal circumstances, a vacation is not an excused reason for absence. An extended absence must be approved by the principal.
- Early departures and late arrivals must be accompanied with a note. Students leaving early from school should bring a note from parent to the main office before school. The note must include the student's name, grade, time of departure, and reason.