

## INFORMATIONAL BULLETIN

### Q. WHAT ARE THE HIGH SCHOOL PROCEDURES FOR STUDENTS WHO ARE ABSENT OR TARDY?

- A. There are many different reasons for a student to be absent or tardy. **NOT ALL ABSENCES OR TARDIES MAY BE EXCUSED BY ADMINISTRATION.** A more detailed background of excused and unexcused absences and tardies can be found in the “Attendance and Tardiness” section of the orange guide printed in the front of the student planner, which your child received. The high school uses “PERIOD ATTENDANCE” which means attendance is taken for every period of the school day. You might notice on progress reports and report cards that your child was absent/tardy 3.7 days. This means all periods missed by your student accumulated to that amount of time. He/she may ask the attendance secretary for a more detailed explanation of the time missed if needed.

### TARDIES

Students arriving to school tardy **MUST REPORT TO THE ATTENDANCE OFFICE** and pick up a pass/admit in order to be admitted into their classroom late. A note from a parent/guardian should be brought in for the tardiness to be excused. Again, not all tardies, even with a note, are excused.

### ABSENCES – Regular

Whenever your student is absent, please follow this procedure:

Call the absence in **BEFORE 7:35am** each day.

The attendance office telephone number is 892-5005 – a recorded voice may answer your call. Please leave a message that includes the following:

1. Your name – first and last name of parent/guardian calling in the absence.
2. Student name...first and last. Please spell the last name of the student.
3. Grade of the student
4. Reason for the absence

### ABSENCES – Pre-excused

When you know in advance your student will be absent please follow this procedure:

The parent/guardian must send in a note with the student stating the dates and reason for the absence at least **3 DAYS PRIOR** to the planned absence.

**(OVER)**

## **ABSENCES – Pre-excused (con't)**

The student must take the note to the attendance office to receive a “pre-excused” slip that he/she will need to present for signature to all his/her teachers.

The student must then return the signed form to the attendance secretary for approval prior to the first day of the planned absence.

PLEASE DO NOT CALL THE ATTENDANCE OFFICE about appointments for which your child will be leaving school. Send in a note if you know the appointment details in advance. Your child should report to the attendance office to receive a pass for dismissal from his/her school day. All other notifications should be called into the high school office (893-6911).

## **RETURNING FROM AN ABSENCE**

Whenever a student is absent he/she MUST report to the attendance office PRIOR TO 7:35AM if the absence has not been excused by note or call. We MUST HAVE a note or call-in from a parent/guardian informing us about the absence. Detention time will be assigned to students with excessive tardies and unexcused absences. Again, please refer to the orange guide for a detailed description of excused/unexcused absences.

*We hope this information will help keep the  
learning environment invigorating at Plymouth High School.  
Go Panthers!*

## **OUR MISSION**

**“To encourage everyone to see and be his/her personal best through successful learning experiences...BECOME YOUR BEST.”**