

Student Attendance Procedures

Classroom and homeroom teachers record daily attendance via our student management system-Alma. Substitutes may call-in the attendance to the office but teachers must do it the modern way. Attendance should be noted at 8:20 a.m. and recorded by 8:30 a.m. Students who arrive after 8:20 a.m. should be marked “tardy”. Everyone is expected to record attendance by 8:30 a.m. every day. The attendance secretary calls every absent child whose parents have not already called us. We need your attendance recorded by 8:30 a.m. so that every child can be accounted for.

If a student arrives in your classroom after the attendance has been submitted and they do not have a tardy slip from the office, the following procedure should be followed:

MS & HS Students: Send them to the office for a pass

PK-6: The teacher or the student needs to call the office (ext 0)

Each morning, some children will give you notes about early dismissal or new dismissal arrangements. You will need to clip the notes together and send them to the office before 9:00 a.m.