

Please remember to call 284-1000, our absence reporting number, every time your child is absent due to an illness, a doctor appointment, or a dentist appointment. Please state the student's name, the date of the absence, the reason for the absence (as specifically as possible), and indicate if homework should be prepared for the student. Homework can be sent home with another student or can be picked-up in the school office after 2:30 pm.

#### LIMITED EXCUSED ABSENCES

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal. Examples of limited excused absences include: Pre-approved vacations with parents and court appearances. Please have the form filled out a least 5 days prior to the first day of absence. The form can be found under **ONLINE FORMS** in the Virtual Backpack. Any limited excused absences over 5 days will be considered unexcused.