

### **To excuse an absence:**

The parent/guardian must call the Attendance Office within one week of an absence to excuse it. After one week, the absence will remain unexcused.

### **Check-ins:**

In accordance with Jordan District policy, check-ins that will be excused are:

- Doctor or dentist appointments
- Verified illness or family emergency

A call (801-412-2405) or note explaining the reason for your student's absence should be given to the attendance office at the time of check-in. If sending a note, please mark the time you dropped your student off at school. Parents can excuse three late morning check-ins per quarter for reasons other than those listed above. After those three late check-ins, students will be counted as tardy (unexcused). All check-ins that do not meet the excusable criteria will be marked unexcused and will count as a tardy. Parents **please be very specific on reasons** in all notes sent for check-ins. If no reason is listed the student will remain unexcused. We rely on your help in teaching students to be punctual and responsible.

### **Check-outs:**

Notes are not accepted for check-outs. Parents must come in to the Attendance Office to sign their student out. Parents can call ahead (801-412-2405) in the morning to let the school know of the need for their student to check-out, and we will have the student in the office at the correct time. This procedure will help monitor those students who have legitimate reasons to be released from school and prevent forged notes.

### **Educational Leave Requests:**

If a student will miss school due to a family vacation they are able to have Educational Leave days. In order for these days to be approved a request must be made by the parent at least three days before the student will be gone. An Educational Leave form will be filled out and given to the student to take to teachers for assignments and signatures. That form **must be returned** to the Attendance Office before the student leaves in order for Educational Leave credit to be given, otherwise it will be a guardian excused absence.