

## Attendance Notifications Mailed Home

Attendance notifications keep you informed and connect you to resources.  
Use these strategies for attendance success:

- **Tardy:** Arriving late puts the whole class behind and embarrasses student.
  - Use Attendance Success Plan
  - Sign the bottom of the letter and return it to the attendance clerk
  - Arrive at school 20 minutes before the bell rings
- **Excessive Excused Absences:**
  - Chronic illness: (excused) Notify school nurse for additional support. Notify teacher for academic support.
  - Fever: (excused) 101° + student stays home 24 hours and notify school
  - Rash: (excused) consult physician and notify school
  - Vomit or diarrhea: (excused) student stays home one day & notify school
  - Asthma: (send student to school) give rescue inhaler to school nurse
  - Headache: (send student to school)
    - Drink water
    - Consider over the counter medication
    - Consider eye exam for glasses
    - Community partners may be able to provide free glasses
  - Stomach ache: (send student to school)
- **Truancy/Unexcused Absences**
  - 3 unexcused absences: Meet with school site staff for remedy (SART)
  - 5 unexcused absences: Attend group parent meeting for resources
  - 15% absent: Meet with District staff for additional support (SARB)
  - Additional absences may be referred to truancy court, take advantage of resources to prevent referral

