

Dear Parents/Guardians:

The successful progress of any student depends on regular daily school attendance. As stated in your parent handbook, attendance is important. All absences and tardies are recorded in permanent school records and have a great effect on student achievement. Please help make this a successful year for your child/children by doing the following.

1. In the event that your child is absent, please write a letter to the teacher stating the reason for the absence. This letter should be sent to the classroom teacher on the day the student returns following an absence. This letter must include the date of the absence and the reason for the absence. This letter should be dated and signed by the parent/guardian. If your child went to the doctor, please provide a doctor's note. Absences will only be excused if the student is sick or injured, has a medical or dental appointment or a death in the family. Please be aware that only 10 parent notes will be accepted during the school year. Once we receive 10 parent notes, a doctor's note must be provided for any further absences.
2. If notes are not sent in, your child will accumulate unexcused absences which may result in your student being considered truant. Once a student accumulates 10 absences a meeting will be scheduled with the principal to help implement intervention meant to support your scholar's learning. After 15 absences another meeting will be scheduled and a referral is made to the Cuyahoga Juvenile Court.
3. Students will be considered habitually or chronically truant in the following situations:
  - a. Habitual = unexcused 5 days in a row, 7 days in a month, 12 days in a year.
  - b. Chronic = unexcused 7 days in a row, 10 days in a month, 15 days in a year.
4. Students with more than 5 days unexcused absences in a year are subject to retention.
5. Please make sure you child is at school on time. The school doors open at **9:00 am** and the tardy bell rings at **9:30 am**. Excessive tardies could also result in a referral and you will be required to attend a meeting with the principal.
6. Please communicate with your child's teacher. If your child is missing consecutive days, please call the teacher to let him/her know what the status of your child is.

Sincerely,

Chris Wyland  
Principal

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