

Attendance Office

Direct line: 503-399-3785 (7:00 a.m. – 3:30 p.m.)

24-Hour Absence line: 503-399-3789

### **Reporting an Absence or Tardy**

Reporting an absence/tardy by message. Please state your name, student's name, student ID #, date of absence or tardy, and reason for absence or tardy. Please note that the school district only allows three business days to excuse a tardy or absence due to illness or appointments. All other excuses will be left to the discretion of the Attendance Office to excuse per instructions by the District. Please DO NOT leave check out instructions as a message.

### **Checking out Students for Appointments**

Checking out students for appointments during school hours. Please allow no less than 30 minutes before check out time, unless it is an emergency, to retrieve your student. A note or call at the beginning of the school day is preferred.

### **Checking out Students due to Illness or Injury**

If your student is texting you that they want to check out for these reasons, they MUST go to the Student Center to check out. The Student Center will then contact you for permission to be picked up or drive/walk home.

### **Pre-excused Absences**

If you know in advance of days that your student will be absent during regular school days, testing days, finals, last days of school, etc., they will need to complete a form that can be obtained from the Attendance or Counseling office to be completed, in advance of the dates, to be excused. This form is to make sure the students notify their teachers of the upcoming absence and to make arrangements to complete homework and/or tests. When this is completed, it is returned to the Attendance office.

If you have any questions, please contact the Attendance Office. Thank you.