

6.2016

### Attendance Procedure

#### **Elementary Students, Grades K – 6**

1. Instructor will log daily attendance.

Refer to the Elementary Handbook

#### **Secondary Students, Grades 7-12**

1. Log into the course website with a computer
2. Click on your courses for your attendance to be recorded

Students who do not enter at least one of their courses will be marked absent for that school day.

#### Excused absences include:

*Illness:* Parent/Guardian must inform their child's counselor/teacher by email or phone on the day their child is sick. Students who miss 2 days or less may be excused with parent notification. Students who are sick 3 days or more are required to provide a doctor's note upon return to online work.

*Travel:* All students planning to travel when classes are in session must submit the appropriate grade level notification form to their counselor. The form must be submitted 2 weeks prior to your departure date.

Students must notify their teachers of the travel and are responsible for completing all assignments and other assessments on time.

Please contact your child's counselor if you have any questions or if travel is planned because of a family emergency.