

Guidelines for Student Absences/Dismissal/Appointments

How to Report an Absence or Late Arrival to school

Please email to vvattendance@ashwaubenonk12.org or call 492-2935, then press 2 for the attendance line to report your child's absence or late arrival to school. Please do not call the office directly as we are busy helping students check in during this time. Information to include in your email or voice message should include:

- child's name
- your name and relationship to child
- teacher's name
- date of absence
- the reason for the absence

Remember, all absences must be emailed or called in. Valley View will attempt to contact all students not reported absent via automated phone call. If an absence is not reported by a parent or guardian on the day of the absence, the absent will be marked as an unexcused absent.

Student Leaving School Early

If your student needs to leave school during the day *please send an email to vvattendance@ashwaubenonk12.org* by the morning of the early release. The email should include:

- the student's name and teacher
- who will be picking them up
- the time and date they will be picked up
- the reason for leaving

Sending an email prior to or by the morning of an early dismissal will eliminate classroom interruptions and maximize instructional time. It will ensure that the student will be sent to the office at the time requested.

Any student leaving during the day must be signed out by an adult. If the student is being picked up by someone other than a parent/guardian, the office will need to have permission from the parent/guardian before the student will be released.

Changes in After School Plans

While we realize that sometimes it is necessary to call the office for a change in plans in **emergency situations**, we are asking that parents be proactive and send an email/seesaw message to the teacher by the morning of the change in after school plans. This will avoid numerous interruptions to the classrooms during the school day and maximize student learning. Emails that are sent later in the day may not be seen as teachers are busy teaching during day. The office is unable to ensure phone messages received after 2:00 p.m. will reach the classroom teacher or the student.

We are asking parents to keep student departure plans consistent to curb confusion for your student. When in doubt, school staff will always dismiss children based on the plan that was communicated to the teacher at the beginning of the school year.

If you did not send an email to school in the morning communicating a change in plans and your child typically:

- **rides the school bus after school: we ask that you pick up your student at the bus stop rather than calling into the school office.**
- **goes to the Yprogram after school: we ask that you pick up your student from the Yprogram as per their sign out instructions rather than calling the school office.**

This is not meant to inconvenience you, but rather to ensure the safety of your child and that we have the correct information of your child's end of the day departure.

Please remember that the safety and education of your student is our foremost concern. We appreciate your cooperation in following the above guidelines.