

IMPORTANT ATTENDANCE INFORMATION

Covid-19 Attendance Information

Students who leave the building for Court appts, Dr. appts, or, any other Medical appts cannot return to the school building unless they have the proper documentation with them upon return. (i.e. Dr note, or Court Docs/Minute Order from Court.

Once a student leaves the building for whatever reason they cannot return to the building until the next school day unless they have the proper documentation.

Parents and Guardians. When coming to the building to pick up students who have been excused to leave. Please remain in your car at the designated area for pickup. If it's necessary to enter the building, please wear a mask, stop and take your temperature at the temperature kiosk, then approach the Security Guard on duty with your issue. Remember to call at least one (1) hour in advance for student pick up as last-minute releases during the day, or after 3pm may not happen as quickly if we are short staffed.

- **Release of Students:** Attendance Office requires a one (1) hour notice to request the release of students. (In cases of emergencies, we will do our best to release students in a timely manner.) Please state where you will be meeting your student for pick up.
- **Parents/Guardians:** Students who have acquired 80 CLASS absences (Excused or Unexcused), will not be excused unless Attendance Office is informed otherwise by Principals, have a valid Dr.'s note, or excused by Court Docs. /Minute Order from Court. (Exceptions may apply)
- **Dr. Appointments:** Students are excused for appointment/travel times only. All Dr. Notes must have appointment times and, if any, dates of further absences written on them. (Exceptions may apply)
- **Pre-arranged absences:** If your student will be absent three (3) or more days from school your student will need to fill out a pre-arranged absence form PRIOR to the absence. (Forms are found on-line at our school web page, <https://www.greeleyschools.org/greeleycentral>, and in Attendance or Main offices.) When parents call after the fact to excuse their student for an extended absence, a pre-arranged absence form will need to be filled out by parent(s) and signed off by students Grade Level Principal before the absences are excused. Attendance Office keeps this form on file.
- **Attendance Office will excuse, (if excusable) up to 4 consecutive school days of illness. If student is absent longer than 4 days a Dr. note will be required. (Exceptions may apply)**
- **Attendance Office will only go back 48 hours to excuse previous absences unless informed otherwise by Principals, have a valid Dr.'s note, or excused by Court Doc. /Minute Order from Court. (Exceptions may apply)**
- **Attendance Office is NOT responsible to fix attendance mistakes between student and teacher. It will be student's responsibility to speak with the teacher involved to fix attendance mistakes. Teacher will adjust with Attendance Office.**

Please don't hesitate to call the Attendance Office at 970-348-5014 or email cbauer@greeleyschools.org if you have questions.