

IMPORTANT ATTENDANCE INFORMATION

- **Release of students:** The school requires a one (1) hour notice prior to the releasing of students. In case of an emergency, we will do our best to release students in a timely manner (Exceptions may apply). Attendance will be checking I.D.'s as well as names and telephone numbers to make sure it is a match in our system. Please have your demographics up to date.
- **Excusing for illness:** Attendance office excuses up to four (4) consecutive school days of illness. After four (4) days of absences, a Dr. note will be required (Exceptions may apply). ****NOTE: Student must be twenty-four (24) hours free from fever, vomiting, or diarrhea before returning to school.****
Students who have a total (1st and 2nd semesters combined) of eighty (80) CLASS absences, excused or unexcused, will NOT be excused unless they have a valid Dr.'s note, excused by their Principal, or excused by a legal court document (Exceptions may apply).
Attendance office can only go back forty-eight (48) hours to excuse previous unexcused absences, unless informed otherwise by Principals, have a valid Dr.'s note, or excused by a Court document (Exceptions may apply).
- **Dr. Appointments (Doctor, Dental, Orthodontic, Physical Therapy, Vision, Psychiatric, etc.):** All Dr. appointments are excused for appointment & travel times only. All Dr. notes must have date of appointment, time of appointment, and if Doctor requests any further days off, date(s) of absence(s) written on Dr. note (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 our school Attendance web page, <https://www.greeleyschools.org/greeleycentral>, in the attendance, or main office.) We understand that emergencies do arise. When calling to excuse student after the fact, whatever the case may be, a pre-arranged absence form filled out by parent/guardian and signed by their student's grade level Principal is needed BEFORE the absences are excused. Attendance office keeps this form on file (Exceptions may apply).
- **Parents/Guardians:** Attendance office is NOT responsible to fix attendance oversights between student and teacher. If there is an attendance error, it will be the STUDENT'S responsibility to speak with the teacher involved to fix it. Teacher will adjust with attendance office accordingly (Exceptions may apply).
- **Questions:** Call Attendance office, **348-5014** or, email (Celeste Bauer) at cbauer@greeleyschools.org