

Attendance/Excuse Notes

- If you are sending in handwritten excuse notes, please make sure your students first AND last name are legible on the note.
- 3+ handwritten notes (*without documentation*), will not be considered excused until documentation is provided (example: doctor's note, dentist note).
- Permitted excused absence: illness, bereavement, family emergency, etc.
- Non-permitted excused absence: oversleeping, missing the school bus, etc.
- Please provide documentation for absences as soon as possible; we are unable to excuse absences 2 weeks after the date of the absence.

Transportation

- When sending in handwritten transportation notes, please make sure your students first and last name are legible on the note.
- To make a transportation change, parent/guardians must send in a handwritten note with their student(s) or come into the front office with their I.D. to write the handwritten note.

Transportation changes cannot be accepted via fax, email, Class Dojo, etc.

- Please verify that anyone attempting to pick up a student is listed as a contact in their student portal on Infinite Campus.



Effective October 2021