

BASIC FAQs FOR THE ATTENDANCE OFFICE

What is our number? 319-688-1041

The office hours are 8:00 AM to 4:15 PM and we have voice mail 24/7.

Sometimes during the day you will get voice mail instead of a real person. This happens because there is usually only one person in the office and if they are on the phone, the next call will automatically go to voice mail. Please leave a message rather than hanging up or calling the main office. We do our best to immediately listen to all messages, returning calls if necessary, and very much appreciate your patience.

Forgot to tell your student something and you can't wait until after school to let them know?

Unless they are in an open period, Honors Study Hall or lunch, the Attendance Office will deliver a note to your student. Please do not text as they may have their phone taken away in class.

Your student is feeling ill and wants to go home. How is this excused?

Your child should first ask his or her teacher to leave the classroom and check in with the school nurse on call. The nurse will make a determination on whether or not your student needs to go home. A parent will then be called and the student may be picked up or have permission to go home via another type of transportation. The student will then take a pass from the Health Office to the Attendance Office and check out.

Your student is not feeling well enough to attend classes, but doesn't want to get too far behind?

Students should access their Canvas account for each class. This site is where teachers post information about the class and any homework that needs to be completed.

Your student had an appointment – do they need to bring a note from the doctor (dentist, lawyer, etc)?

It is not required, but it is helpful! If you have called, your student will be marked in PowerSchool as excused (EX). Bringing in a note from their appointment will elevate their absence to an appointment (APPT).

Your student has an appointment that could not be made outside of school hours. What is the procedure?

They will be arriving after school has already started:

Please call the Attendance Office as soon as you know the date and time of the appointment and let us know about what time we can expect them to arrive at school. Your student needs to check in at the Attendance Office before reporting to class.

They need to leave in the middle of the day:

Please call the Attendance Office as soon as you know the date and time of the appointment and let us know what time they need to leave and whether they will be returning after the appointment. If your student knows about this appointment it is their responsibility to pick up a pass from the Attendance Office prior to the class they will be leaving from. If this is an appointment that your student does not know about, we will send a pass to them. Your student needs to check out through the Attendance Office before leaving.

Is there a limit to how many absences a student is allowed?

After seven (7) unexcused absences (UA) per trimester, a student may be removed from that class and placed in an alternative setting. After eight (8) absences, either excused or unexcused, a student may be required to present documentation from a doctor (dentist, lawyer, etc.) for future absences to be considered excused.

Your student is interested making some college visits. Will these be excused?

Juniors or Seniors may be excused for up to four (4) college visits per year. They should bring something to the Attendance Office on the college letterhead that includes the student's name and the date of the visit. This could include a letter of confirmation for the visit or an itinerary for the day. Your student's absence will be excused in PowerSchool with a school activity (ACT) designation.

You need to take a family trip during the school year, causing multiple days of absence for your student. What is the procedure?

A request for these absences to be excused should be in writing and sent to Principal John Bacon and Dean Gerry Coleman as soon as possible. Each classroom teacher should also be notified and work should be done in advance of the trip. As a rule, it is highly recommended by administration to wait until a break to take an extended absence. Even the best students struggle to keep up after missing multiple days in a row.