

When your child is absent from school or will be absent from school, please call & speak with the Attendance Secretary or leave a detailed message.



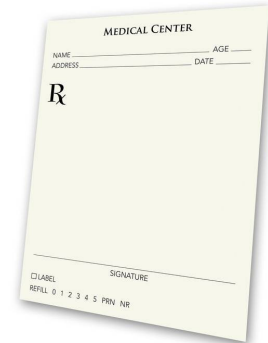
THE MMS ATTENDANCE LINE
AVAILABLE 24 HRS
PLEASE CALL: 255-7531



What do I need to say in my message to report my son/daughter's absence?

PLEASE STATE CLEARLY:

- ✓ **Grade level**
 - 6th, 7th or 8th
- ✓ **First Name**
- ✓ **Last Name**
 - Please spell last name verbally on the phone.
- ✓ **Reason for absence**
 - ex. Doctor's appointment, etc.
 - Please make sure your child brings in documentation from the doctor, etc. when they return to school.
 - If you know in advance of an absence, you can bring the documentation in beforehand.



EXAMPLE PHONE CALL: 8th grade>John>Doe>D-O-E>Doctor's Appointment

PLEASE READ THE IMPORTANT INFORMATION BELOW

IMPORTANT NOTE: At the secondary level, more than nine (9) absences in a semester are considered excessive. Over 9 absences will automatically be considered Unexcused unless they are in one of the following categories and are accompanied by documentation to be turned in to the Attendance Office.**

- 1) Illness of student
- 2) Serious illness or death in student's immediate family
- 3) Student's excluded from school for head lice, nits or required immunizations
- 4) Doctor or dental appointments
- 5) Legal matters
- 6) Religious holidays/training of the student's faith or religious instruction
- 7) Special honors and /or awards

~If a student exceeds 9 absences in a semester, the student must earn a "C" on the semester exam to earn credit for the semester.~

Information above is taken from the Code of Student Conduct which is School Board Policy.

** Family vacation/trips are NOT considered valid reasons for a student to be absent.