

SDUSD / LEWIS MIDDLE SCHOOL

2016/17 ATTENDANCE and ABSENCE INFORMATION

General Absences:

Regular student attendance is essential for academic achievement.

Absences must be reported each day. An absence not cleared within 3 days will become an unexcused absence. Unexcused absences may be cleared at Saturday School.

A student who is out more than three days with an illness, may be required to bring a doctor note.

When you need to take your child out of school early for any reason you must send your child to the attendance office in the morning before school with a written note stating the reason for leaving early, the time you will be picking your child up, and your signature. Please be advised, if you do not send your child with a note you may have a wait time of up to 20 minutes.

Students arriving to school after the 7:30am bell rings must stop at the attendance window for a tardy slip.

Independent Contracts may be requested for an absence 5 days or longer. A two week notice must be given to the attendance office when requesting a contract, and the counselor must approve the contract. Students with attendance issues may not be approved for a contract. Parent and student must come in to the attendance office to sign the contract. The attendance secretary will email teachers. Teachers fill out the assignment page and return to the attendance secretary. Your child will be called in to the office at the end of their last day of attendance before leaving on contract. Contract work **MUST** be turned in to teachers within 2 days of returning. Remember – this work to be done while your child is gone.

For more information on Attendance please visit our website at www.lewis.edu