

I received a phone call indicating that my child was absent or tardy but I don't believe they were.

- A great first step is to talk to your child. Ask them about the tardy or absence. Is it possible they took a bit longer than usual at their locker? Were they in an office such as the health office or counseling office? In most cases you will find that your child was in fact tardy or absent. Your child will likely have the most information about the details of their daily attendance.
- If, after you have had a conversation with your child, you believe they were marked absent/tardy in error, please ask your child to complete the highlighted sections of the "Correction/Unresolved Absence(s)" Form (below), have it signed by the teacher(s) who marked them tardy/absent, and return the form to the attendance office.
- If your child and the teacher disagree about whether or not your child was absent/tardy, you may find it useful to schedule a conference with teacher.

Help! My teacher marked me absent or tardy, but I was actually present or on-time.



- Please take one of the forms below and ask your teacher to sign it.
- Return this form to the Attendance Office and we will adjust your attendance.
- Thank you for caring about your attendance!

I rise. I attend. I matter.

