



Every School Day Counts

Attend today, achieve for a lifetime!

VSAA Attendance Office

You Have Three (3) School Days To Excuse An Absence.

- ✓ Bring A Note To School!
or
- ✓ E-Mail malissa.sharp@vansd.org

Excused Absences

- Health Care Appointments
- Emergencies
- Family Emergencies
- Prearranged Absences
- Illness
- School Activities
- Religious Observance

Unexcused Absences

- Later than 15 minutes to class without note or email
- Leaving without checking out.
- Oversleeping
- Car Problems/Transportation

Checking Out Of School

- Once students arrive at school, they must check out before leaving the building. Failure to do so will result in a truancy regardless of later returning to school with a note from a parent.

Prearranged Absence

- If you know your student is going to miss school for a trip or a medical reason, an absence may be prearranged by a parent with the Attendance Office.

Extended Illness

- If a student is ill for six (6) or more consecutive days, a note from a doctor is required.

Calling System

- The calling system calls home each night to report on absences from classes. Please remember that the system does not know if the absence is excused or not...It is just reporting that there was an absence. If your student left school with an admit, the machine will still call your home.
- If you believe there is a mistake, your student should come to the office for an absence form to take to the teacher.

Attendance Codes

- W – Teacher entered absence
- U – Attendance Clerk entered absence
- L – Teacher entered tardy
- T – Attendance Clerk entered tardy
- S – School excused absence
- E – Excused or prearranged absence w/ note
- I – In school suspension
- O – Absence due to discipline

attendance
MATTERS