



Every School Day Counts

Attend today, achieve for a lifetime!

VSAA Attendance Office

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

To excuse an absence, you may:

- ✓ Bring A Note To School!
or
- ✓ E-Mail vsaa.attendance@vansd.org
or
- ✓ Enter it through Skyward Family Access
(Note: phone calls are not encouraged.)

Excused Absences

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

Try to avoid

- Arriving later than 15 minutes to class without note or email
- Leaving without checking out.
- Oversleeping
- Car/Transportation problems

Checking Out Of School

- Once your student arrives at school, he/she must check out before leaving the building. Failure to do so will result in disciplinary action 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, please prearrange it with a note, email, or through Skyward.

Extended Illness

- District Policy states that if a student is ill for five (5) or more days in a month, a note from a doctor or provider is required to excuse the absences (unless the principal, for good cause, waives the requirements).

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