

**REDLANDS EAST VALLEY HIGH SCHOOL  
ATTENDANCE OFFICE  
2018-2019 School Year**

Dear Parent/Guardian:

Attendance is the most fundamental building block for success in high school. Because parental support is essential in the maintenance of accurate attendance records, we request that you familiarize yourself with the following procedures and review them with your student.

All legitimate student absences must be cleared by a parent/guardian. These clearances must be accomplished by the following methods:

- A. A note, signed by a parent/guardian, and turned in to the Attendance Office. The note must include the exact dates and periods of absence and indicate the reason for the absence.
- B. A telephone call from a parent/guardian to the Attendance Office indicating the exact dates and periods of absence and the reason for the absence.

**ALL ABSENCES MUST BE CLEARED WITHIN 2 SCHOOL DAYS OF A STUDENT'S RETURN TO SCHOOL. IF ABSENCES ARE NOT CLEARED WITHIN 2 DAYS, STUDENT WILL SERVE LUNCH DETENTION UNTIL ABSENCES GET CLEARED**

*Notes are to be turned in to the Attendance Office before school, during lunch or after school.*

Telephone calls may be made to the Attendance Office using the following numbers:

389-2500	7:00 a.m.– 4:00 p.m.	Main Switchboard
389-2701	7:00 a.m.– 3:30 p.m.	Attendance Office only
389-2700	24 hour line	Recorder responds 24 hours in Attendance Office.

**MOST IMPORTANT: Absences not cleared within the 48-hour time period are considered to be unexcused (truant) and will result in disciplinary action (lunch detention) against a student consistent with guidelines contained in this packet. NOTE: All absences must be cleared through the Attendance Staff. Calls to other offices relative to attendance are not recorded and will not suffice to clear an absence.**

To assist parents in keeping informed of student's absences, an automatic calling system makes daily calls to the home of students who are marked absent for any period during the day unless that absence has been previously cleared. Our automated caller gives you the opportunity to respond after the message. If you feel your child was marked absent incorrectly for a specific period, **please contact the teacher** regarding the absence. We hope this information will be of value to you during the coming year.

**If a student is late to first period, the student will be sent to class IF a parent/guardian walks or sends a note with the student to the Attendance Office window the first 30 minutes of school. No phone calls will be accepted the first 30 minutes of school. After 5 excused tardies, the teacher may assign the student to report to detention instead of interrupting the class again.**

**If your student needs to be dismissed early from school, please send a note with your student. The student needs to take the note to the attendance office in the morning before school begins. If you forget to send a note, please notify the attendance office as early as possible before dismissal is needed. This will help reduce classroom interruptions and your wait time. If you need to take your student out during his/her P.E. class please call ahead of time or send a note with your student as it is very difficult to locate P.E. classes on the fields, and then they need to wait to be let into the locker room to get their belongings. It is always better to notify the Attendance Office as early as possible when needing to pick your student early in order to give us enough time to locate him/her.**