

EASTLAKE HIGH SCHOOL ATTENDANCE INFORMATION

How do I clear attendance?	<ul style="list-style-type: none"> • Call 397-3810 • Send a note with your student signed by the guardian listed in Infinite Campus • Emails WILL NOT be accepted.
How many days do I have to clear attendance?	<ul style="list-style-type: none"> • 30 school days • This does not include weekends and holidays
Do I need a medical note if my student was at an appointment of any kind?	<p>Yes.</p> <ul style="list-style-type: none"> • Attendance is coded differently with a medical note and it benefits your student to have a note on file due to limits on the number of excused absences and unexcused absences.
What happens if I am sick for 3 days?	After 3 days of excused absences a doctor's note is required to excused any further absences.
Should I turn in a medical note to the nurse if my student has any condition that may affect attendance?	<p>Yes.</p> <ul style="list-style-type: none"> • For student safety purposes the nurse should have any important medical information on file. • This can be noted generally in the system (Infinite Campus).
How do I take my student off-campus?	<p>Only adults listed as a primary guardian or emergency contact in Infinite Campus can take the student off-campus and must pick the student up from the Attendance Office in person.</p> <ul style="list-style-type: none"> • Whoever picks up must have a picture ID or on the emergency card • If this person is not listed as a primary guardian the student will not be released • If students leave without checking out the absence will be classified unexcused • A note can be submitted by the guardian along with their phone number or a note can be faxed to: 619-397-3832 • Please check the school schedule/ calendar when making appointments
What happens if I don't clear attendance?	<p>Students that reach six full days of unexcused absences are put on an attendance agreement called a Pre-SARB agreement.</p> <ul style="list-style-type: none"> • This means they will not be excused from any absence without a doctor note or visit to the school nurse, and students must attend Saturday School to make up these unexcused days. • If they reach 9 full days that are unexcused they are put on an attendance agreement called a SARB agreement which goes to the district and can become a legal matter. • Students, by law, are required to be in school.
Is there a limit to how many excused absences my student can have?	<p>Yes.</p> <ul style="list-style-type: none"> • District policy states that it is acceptable to have one excused absence per month, equating to 7 excused days per semester, or 14 days total for the school year. • If your student reaches this number fast due to too many excused days, s/he is placed on an Excessive Excused Absence agreement. (So can be placed on an agreement with 8 days in semester 1.) • This means they will not be excused from any absence without a doctor note or visit to the school nurse. • Communicate with the counselor and attendance coordinator if special circumstances occur.
If I am going to miss school for 5 or more days what do I do?	<p>See the attendance coordinator to complete an Independent Study Agreement.</p> <ul style="list-style-type: none"> • This allows students to miss five or more days and claim attendance while gone. It is an agreement between the student, parent/ guardian, and teachers. • Students are given work prior to leaving. • 72 hour notice is required.
What is the Non-Privileged List?	<p>If a student reaches any combination of 6 tardies and period unexcused absences s/he is placed on the non-privileged list.</p> <ul style="list-style-type: none"> • This means your student is not eligible to attend school functions like dances, and for seniors means they cannot attend Grad Nite or walk during the graduation ceremony. • This list is posted weekly • Students must attend lunch detention to clear tardies or Saturday School to clear unexcused absences (can also be used to clear tardies)
Is this information online?	http://elh.sweetwaterschools.org/registration-and-attendance/