

PARENT GUIDE TO REPORTING A STUDENT ABSENCE

Pankow Students: Parents or Guardians should call 586-783-6570 and press 5 to report a student's absence to Pankow.

Other schools: Please call Pankow and your home school to report an absence.

Leave the following information on the recording and speak loud and clear:

- Student's full name (PLEASE spell the last name)
- The day and date of the absence
- If it is the whole day, or if they are arriving late and what time they will arrive
- The reason for the absence
- Your name
- A contact phone number if there are questions

Please give the attendance clerk 48 hours to make correct the attendance. When a phone call is made, we make every effort to get the students attendance marked the same day. Due to extenuating factors, or excessive absenteeism on a particular day, sometimes that doesn't happen. NOTE: You can call in a student's absence even if it is for a future date as soon as you know when your student will be absent. ***You do not need to wait until the day before or the day of to call a student out.*** Especially around holidays when absences are excessive, phone calls ahead of schedule make the attendance process that much easier and more accurate.

Tardies: Tardies are not excusable per district policy.

Calling in: When a student is called in, if they have classes in another building, such as L'Anse Creuse High School, each building/home school has their own attendance clerk. You must call both locations to call your student out.

Signing out: Students must sign in with the receptionist in the office upon entering the building. A sign in without a parent signature will not be excused. A parent's signature on the sign in sheet or a call in to the attendance line is required to excuse the student's absence.

Signing out: When a student is called out, they must exit through the main doors of the school. When they get to the Commons, there is a sign out sheet that the student MUST sign in order to have their attendance corrected accordingly. Failure to properly sign out could result in the student's absence marked as UNX (unexcused). Without a sign out there is no record of what time the student left and why. Students must then sign in even if leaving and then returning for security measures.

Student Activities: Student activities do not need to have a parent call in to excuse them. Teachers and athletics will normally send over a list of students that will be out of the building for the day over to the attendance office. Sometimes the time of year affects larger field trips or larger sporting events and can take up to 48 hours to completely correct in PowerSchool. If you notice after 48 hours your student was not marked for a student activity, then contact the corresponding attendance clerk to make the necessary changes.

Other absences with documentation: In order for a student's absence to be marked as MED (Medical) or DOC (Documented), an official note from a medical doctor or dentist, a note from a funeral home (immediate family only) or court, for example, should be submitted to the attendance clerk.