

FAQ ABOUT ATTENDANCE

If my child is sick, do I have to call in every day she stays home?

Yes. Pursuant to state law, the ONLY person who can verify the reason for a student's absence is the parent or guardian. So, even if the office knows your child is sick, you have to call each day she is absent to verify that she is out that day because she is sick.

If I am taking my child on vacation, do I have to call every day we are gone?

No. You may call on the first day your child is out and leave a message for the entire duration of absence. Please be sure to leave all dates your child will be out. This is different from when your child is sick, because you know the exact dates your child will be absent. If you are delayed in your return (ie. flight canceled) and your child will be out additional days, please call in again to verify the additional absences.

Do I have to call the Absence Hotline even if I've already informed my child's teacher?

Yes. The Absence Hotline is the "official" attendance record for Tam Valley School. So, even if you inform your child's teacher, you need to call the Absence Hotline.

Do I call the Absence Hotline if my child will only be out in the morning (due to appointment)?

You are not required to call the Absence Hotline if you will be bringing your child in late due to an appointment. You do need to make sure your child signs in to the "Late Arrival" binder when they arrive at school. For exceptionally long appointments, you may wish to leave a message on the Hotline.

What is the difference between an "Excused" absence and an "Unexcused" absence?

State law and board policy dictate whether an absence is excused or unexcused. Absences due to illness, funeral or religious observance are Excused. Absences for vacation, shadow visit at a school, staying home with visiting relatives and other "parent-created" absences are Unexcused. Regardless of whether the absence is excused or unexcused, the district asks that you make every effort to minimize the number of days your child is absent by keeping them home only when truly ill and scheduling family trips during school vacations. If the frequency of absences becomes of concern, you will receive written communication from the school and/or district.

What if my child is late to school?

If your child arrives late to school, he must first come by the office to sign the Late Arrival Sign-In book. He lists his name, room number, and reason for the late arrival. He then takes a late slip to give to his teacher when he goes to class. This lets the teacher know that the student has checked in with the office.

What is the difference between an "Excused Tardy" and a "Tardy?"

If your child is not in her classroom or in line waiting to go into the classroom when the 8:30 a.m. bell rings, your child is tardy. There are no "grace periods." There are very limited reasons that a tardy may be excused, such as medical/dental appointment. Every effort should be made to schedule any appointments after school hours. If the frequency of late arrivals becomes of concern, you will receive written communication from the school and/or district.

What if my child has an appointment during the day or will be leaving school early?

We strive to have every child in school for the full day. We ask that any appointments be scheduled outside of school hours. In the event that you do have to take your child to an appointment during the school day or if the child will be leaving school early, you must first stop by the office and sign the Student Sign Out Log. If your child will return to school, you will need to come by the office again and fill in the time of return. This lets us know that the child is back on campus. As a courtesy, you may wish to email your child's teacher in advance to let her know the child will be leaving for an appointment or for the rest of the day.