



### **Attendance Procedure Reminder for Parents:**

Helping students develop a positive attitude towards attendance through a responsible attendance pattern requires a strong partnership between parents and the school. We appreciate your support in helping to develop good attendance habits for your student.

For all attendance requests, please call the direct attendance line at:

**248-726-5310**

- For scheduled appointments, please call in early dismissals on the day of (or after 2:30pm the previous day and leave a message).
- Please ask your student to pick up their pass in the attendance office any time after first hour; passes are not delivered. Students will be paged in between classes as a reminder to pick up the pass.
- Once the student has the pass, they sign out in attendance and can meet their parent/guardian in the parking loop outside. If the student returns, they must also sign back in in the attendance office.

An absence is excused if a parent or legal guardian calls the attendance line no later than 12:00 noon the school day following the absence. Any student who leaves the school building for any reason without properly signing in/out will not receive an excused absence. Leaving school without permission is a violation of the Student Code of Conduct.

## **Attendance Procedures FAQ**

Please read and follow the attendance procedures listed below for the most common attendance situations. Following these procedures will ensure your request is handled as quickly and efficiently as possible.

### **My child is sick at home?**

- “ Call the attendance line at 248-726-5310 to excuse partial or all day absences. Please call this line for any attendance issues.

### **My child gets sick at school?**

- “ Students should come to the attendance office to call home. ***Students should not text or call home from their cell phones.***

### **My child needs to leave early for an appointment?**

- “ Call the attendance line at 248-726-5310 as early in the day as possible to request an early dismissal. Students should pick up their pass in the attendance office after 1<sup>st</sup> hour, but prior to departure. ***Passes will not be delivered.***
- “ Students can sign themselves out and meet their parents/guardians in the pick-up loop. If returning, students should sign back in at the attendance office.

### **My child arrives late to school?**

- “ Students should sign in at the attendance office to receive a pass to class. Parents should call the attendance office 248-726-5310 to advise of a student’s late arrival.

### **My child forgot something at home?**

- “ Parents should bring all items to the security desk right inside the front door. Please advise your children to check there for items being dropped off. ***Items will not be delivered.***

### **How do I get homework assignments when my child is absent?**

- “ Please email the teachers directly. A link to email all teachers is located on myRCS under “*Schedule & Assignments*”. Click on “*Email All Teachers*”. Assignments can be picked up in the attendance office after school, however many times teacher(s) will email assignments directly to you.