



We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the Ella office.

- To excuse your child's absence from school you should call **Ms. Janelle, Attendance Clerk at 741-6124**. You may also leave a voice message before or after office hours. Please state your student's name slowly and who you are when recording your voice message.
- You have 5 days from the date of absence to contact the office before it goes to an unexcused absence.
- If the absence can be excused for the reasons below please follow up by sending the required documentation to the school. This will assure your child is allowed extra time to complete any missed work.
  - Bereavement/funeral/death of an immediate family member
  - Court
  - Legal appointment
  - Illness/recovery
  - Medical appointment

What **YOU** can do:

- ✓ Set a regular bed time and morning routine
- ✓ Prepare for school the night before, finishing homework and getting a good night's sleep.
- ✓ Avoid appointments and extended trips when school is in session.