

# ATTENDANCE REPORTING

Call : 313-432-3501

24 hour Automated Attendance Line

## Late Arrivals • Absences • Early Dismissals

Grades 9 & 11 : *Mrs. Murphy*

Grades 10 & 12: *Mrs. Cavara*

### Reporting an Absence

Parents are required to call the automated attendance line as soon as possible on the day of the absence. Failure to call by 10:00am on the day following the absence will result in an unexcused absence.

Please provide the student's name, grade, reason for the absence and a phone number where you can be reached. The automated attendance line is available 24 hours a day seven days a week. **Students may not excuse themselves even if they are 18 years of age.** A tardy or absence for a student who is on campus, may not be excused by a parent or guardian.

### Late Arrivals

Students arriving at school more than 6 minutes after the first hour tardy bell must sign in at the attendance office. **Unless a parent has called to report the student's late arrival, an unexcused absence will be recorded.**

### Early Dismissals

Students may not leave the building unless prearranged by a parent with the attendance office. Parents must notify attendance prior to the student's early dismissal. Student's leaving a class early are responsible for getting an early dismissal pass from the attendance office. Failure to sign out properly will result in an unexcused absence for all class periods that are missed.

### Attendance Call Out System

An automated call goes out in the early evening of each school day to the primary phone number of students with any unexcused absences during that school day. The call contains basic information "One or more classes" to alert the parent. If the student thinks an error has been made, they should see the teacher of that class, who will then email attendance with any changes to the student's attendance.

### Attendance Policy

To earn course credit and a passing grade, a student's unexcused absences must not exceed:

**3 unexcused absences per class per semester; and /or  
10 non-exempt (cap) absences per class per semester.**

#### *Disciplinary Action for Unexcused Absences* 1st u/e

absence= 1 hour after school detention 2nd u/e

absence= 1 hour after school detention 3rd u/e

absence = 3 hour Saturday School

4th u/absence = Contract / plus loss of credit  
(Attendance R)

#### *Disciplinary Action for Student Tardiness*

**Excessive tardy > 6 min = 1/2 hour after school**

**detention 3 tardies < than 6 min = 1/2 hour after  
school detention**

### Medical / Dental Appointments

Student absences due to a medical, dental, or therapy appointment may be exempted with proper documentation. Verification of an appointment must be submitted to the attendance office upon the student's return to school. Verified medically exempt absences do not count against the cap of 10 absences.

### Checking Student Attendance

It is the parent's responsibility to monitor student attendance. The MISTAR **Parentportal** has attendance info available. Click on the green MISTAR icon in the upper right corner of the South homepage. Students may access their attendance the same way through the MISTAR **Studentportal**.