

Attendance Procedures

Boys Attendance 417-523-8515

Girls Attendance 417-523-8516

*Voicemail is available 24 hours and messages are checked regularly.

Reporting an all day absence:

Parents/Guardians should call the Attendance Office **prior** to school starting that day to report the absence. Please include:

- Student's legal name and spelling (not nickname or what they go by)
- Date of absence
- Reason for the absence
- Phone number and name of person calling

Reporting an early dismissal or late arrival:

Parents/Guardians should contact the Attendance Office **prior** to school starting that day, if possible, to obtain a pass for your student to leave early or arrive late. You may also send a note with your student to turn in to the Attendance Office before school.

* Students who become ill during the day should always go to the nurse to be evaluated. The nurse will then contact the parent to discuss their assessment.

The Attendance Office is located on the east side of the building off of the student parking lot at Door 18.