



DENVER GREEN SCHOOL NORTHFIELD'S ATTENDANCE POLICIES

HOW TO NOTIFY THE SCHOOL OF AN ABSENCE

A parent/guardian must notify the school using one of these methods by 10AM:

- Submit online through [DPS Parent Portal](#) (see [Instruction Guide](#))
- Text the school attendance phone (720) 237-3421
- Call the attendance hotline (720) 423-8201

Please include the student's full name, date of absence, reason for absence and parent/guardian contact number. **This notification does not automatically excuse the absence.** Failure to provide a reason for the absence will result in an automatic unexcused absence.

Only the parent/guardian who is listed in Infinite Campus may excuse a student from class. If your student will be signed out by anyone other than the guardians listed in Infinite Campus, please contact the office either by email or phone to provide the name.

EARLY RELEASE

Please call for early release before 3:30PM. Students will not be released from 3:30PM-3:57PM.

DOCTOR VISITS AND APPOINTMENTS

A doctor's note verifying the appointment must be provided. Parents are strongly encouraged to schedule appointments outside of the school day in order to minimize academic impact.

FAMILY BUSINESS ABSENCES

We understand that there are times when an absence may be necessary due to an emergency or a planned family event. Although technically, these are not excused absences, we as a school community want to know why our students are out of school and to support the student when they return. We will mark three of these types of absences as "family business" excused if we know ahead of time. Any family business absence after the initial three will be marked unexcused. Vacation would not be considered an excused absence.

EXCUSED ABSENCES

Colorado Revised Statute 22.33.104 requires that every student between the ages of 6 and 17 shall attend public schools for at least 172 days each school year. The statute also requires that every parent of a child between the ages of 6 and 17 shall ensure that their children attend school. Per state law and DPS Policy JHB-R, an excused absence by permission from both the parent/guardian and the school principal. Such absences include those that are the result of the following:

- **Illness:** temporary illness or injury, fever, contagious disease, illness rendering student to bed rest (Doctor's note is required after the third day of absence)
- **Religious Observances**
- **Death in the immediate family:** Up to 5 days
- **Emotional and Mental Disability or Condition:** (Doctor's note required)

**The principal can request appropriate documentation if absences go beyond a reasonable time*

UNEXCUSED ABSENCES

Any absence without permission of the parent/guardian and the school principal. For example, no call no show, a family activity, travel, or unauthorized leaving of the building.

# of Absences by periods	Action
3 unexcused absences	Courtesy call from school
5 unexcused absences	Warning letter sent home from the school
10 unexcused absences	Parent meeting to develop truancy prevention plan / attendance contract
30 unexcused absences	Truancy filing