

HILLVIEW ATTENDANCE INFORMATION

If it is necessary for your child to be absent/tardy from school or if there is a change in dismissal plans, please follow the procedures below:

ABSENCE

NEW THIS YEAR: You do not need to call the school to report an absence. If your child is absent from school, parents/guardians will be called using an automated calling system. When your child returns to school, a written excuse is required indicating the reason for the absence.

TARDY

If your child is late for school, please escort your child into the office. A written excuse is required indicating the reason for tardiness.

CHANGE IN DISMISSAL

If your child has a change in dismissal (early pick up, pick up at dismissal, taking a different bus home, etc...) a written excuse is required indicating the reason for the change. Please send a note in with your child each day the dismissal plan will be different. Please call the office attendance line at 686-3282 if you need to pick up your child unexpectedly and were unable to send a note in the morning.

PLEASE FEEL FREE TO COPY AND USE THIS NOTE TO SCHOOL

Hillview Elementary School

A Note To School

Student: _____

Teacher: _____ **Date:** _____

____ **Was absent on** _____ **Due to** _____

____ **Is late today arriving at** _____ am/pm **Due to** _____

____ **Will be picked up today at** _____ am/pm **Due to** _____

By _____ **(ID will be required)**

____ **Will be going home on bus #** _____

____ **Other:** _____

Parent/Guardian Signature: _____

Date: _____