

Student Absence and Signing In/Out Procedures

Absence Reporting

Parents/guardians should call the absence line 613-722-6551 (press 1) and leave a message if their child will be absent or late from school.

Signing In

Late students will enter classes directly and be marked late by their teacher. Students should only sign in at the main office if a parent/guardian has called the office or sent a note with the student.

Signing Out

Students should only sign out with parent/guardian permission unless they are over the age of 18. Parents should call the main office and leave a message on the attendance line or send a note with the student.

School Messenger

School Messenger automatically calls home to notify parents/guardians if a student is absent or late from class and notice was not provided to the main office.