

## Roosevelt High School Attendance Frequently Asked Questions

**Q: When do the attendance procedures begin?**

A: The procedures will be effective on October 17, 2016 (first day of the 2nd quarter)

**Q: Why are there new attendance procedures?**

A: The majority of the information in our attendance procedures have always been there. We have had to make some adjustments to account for our new system (Infinite Campus).

**Q: What is the difference between an excused absence, unexcused absence, and truancy?**

A: Absent means the student is not physically present in school or in a scheduled class for more than half of the school day or class period. For purposes of reporting Average Daily Attendance (ADA), no distinction is made between excused or unexcused absences.

**Excused absence** is when a written or doctor's note is received within (5) school days upon student's return to school.

Reasons

1. School Suspensions – In school or out of school
2. Detention Home/Shelter Placement
3. Illness or Injury - (a doctor's note is required for 5 or more consecutive days)
4. Doctor/Dental appointment verified by a doctor's note
5. Funeral/Death
6. Court attendance verified by note from Court
7. Religious holiday/observances
8. Special cases approved by the Principal or designee

**Unexcused absence** is when a parent or guardian provides a note within 5 school days, but the reason for the absence is not considered excused.

Reasons

1. Babysitting siblings or other children
2. Caring for elderly or family member
3. Entertaining visitors/guests
4. Kept at home to clean for home inspections
5. Family vacations (on/off island), trips
6. Parent request without explanation
7. Personal business
8. Youth camp
9. Sports competition events - (Non-RHS)

**Truant** is when a student leaves campus or does not attend class without authorization from the school. Truancy is also when a student does not provide a written note (within 5 school days) from a parent or guardian upon his/her return to school. Truancy is similar to class cutting and leaving campus without consent.

**Q: Why is it so important to have a note?**

A: Having a note informs the school a parent/guardian is aware an absence occurred. In addition, a note enables students to get any assignments missed. The Attendance Office will issue a re-admit slip to students. Without the re-admit slip teachers are not obligated to provide the missing work.

**Q: Why is the note verified?**

A: We understand it can be frustrating to receive a call to verify a note you have written. However,

we must verify a parent/guardian is the person who has written the note and, in some cases, provide all necessary information to the attendance office.

Written Notes for Absences should include the following:

1. Date note is being written
2. Child's full legal name
3. Date of absence
4. Reason for absence
5. Contact phone number of parent/guardian
6. Parent/Guardian's signature

**Q: Why did the Attendance Office tell my child to come back later for their re-admit slip?**

A: The Office verifies the notes before issuing the re-admit slips. Students can return at recess, lunch, or after school to pick up their re-admit slips.

**Q: Why must the note be submitted within 5 days of returning to school?**

A: It is important for students to receive their work, and for teachers to be able to grade the work, in a timely fashion. In addition, if a student is truant we will be able to address the situation much quicker.

**Q: I noticed on Infinite Campus my child's absences have turned to truant (TRU) yet it has not been 5 days yet. What's the deal with this?**

A: Turning all absences to truancies (TRU) makes it easier for all to know a note has not been submitted to the attendance office. Once the note is submitted, and verified, the truant designation will be converted into an Excused or Unexcused absences.

**Q: How will I be notified if my child is absent?**

A: Parents can check Infinite Campus to see daily attendance. Teachers input attendance by 3:00pm daily. In addition, an automated call is made to the primary number listed in our system. If you see absences in Infinite Campus, but have not received a call you may want to check the following:

1. Contact the Registrar to make sure the number is correctly entered into our system.
2. See if you phone has blocked Roosevelt's phone number.
3. Ensure your home phone is not forwarded to another phone during the time calls from the school typically go out.

**Q: Where is the Attendance Office?**

A: The Attendance Office is located in the short hallway where the bust of President Roosevelt is located.

**Q: My child showed up to class, but was marked absent instead of tardy. Why was this the case?**

A: Tardy is when a student arrives late to class with more than 50% of the class remaining. A student must be marked absent if he or she is late for over 50% of the class.

**Q: My child is too sick to come to school, but I want them to keep up with work. Can I get my child's homework?**

A: If a student is absent from school for (3) or more consecutive days, the parent or guardian may request homework by calling the attendance clerk. A 24-hour notice is required for teachers when a homework request is made. Parents/guardians may pick up their child's homework in the Main Office after 2:30 pm the day after the request. Upon return from absence a written note is required for the student to obtain a re-admit slip.