



# ATTENDANCE GUIDELINES

## Northville High School

### Full Day Absence Procedure

NHS is encouraging parents to use the online **FULL DAY ABSENCE FORM** to report an all day absence. By completing this on line, NHS will have documentation on file of your student's absence. This online form can be found on the home page of Northville High Schools web site under **PARENTS**. An email confirmation will be returned to the email on file with Northville High School stating that the information has been received.

*Parents will continue to receive an automated call notifying them of all UNEXCUSED ABSENCES.*

### Late Arrival Procedures

Students must enter the main entrance of the school, sign in at the **Attendance Desk** and pick up a Late Pass **before** entering class if they are 10 minutes or more late for school.

- ◆ Students will be marked **TARDY** if they are up to 10 minutes late. A tardy **cannot** be excused by the parent/legal guardian.
- ◆ Students will be marked with an **UNEXCUSED ABSENCE** if their arrival is more than 10 minutes after the start of class. Parent/legal guardian must call within 24 hours in order to excuse the unexcused absence for the first block.
- ◆ Once 6 unexcused or excused absences have been accumulated in one class, parents will be notified by the automated calling system.

### Attendance Numbers

#### Full Day Absence

[NHS.northvilleschool.org](http://NHS.northvilleschool.org)

Click on Parents

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#### Late Arrival

248.344.3805

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#### Early Release

and all other matters

248.344.3820

*Northville High School is a **CLOSED CAMPUS** for lunch.*

*Please review class times on A and B DAYS and the class times on C DAY (Friday) to assist in planning early release times.*



# Early Release Procedures

An Early Release Pass is required for a student to be excused during class time. A parent/legal guardian must either call the evening before or the morning of the release by 8:30 am. A pass will be available at the Attendance Office for student pick up **before school, at lunch or during passing time.**

If your student is being released **between classes**, the student will only need to check out at the Attendance Office and pick up a pass for parking lot security.



## Excused Absences

**What is an Excused Absence?** An absence in which a parent/legal guardian notifies the school by midnight of the following school day of their students absence. (If a student leaves the school without prior permission the absence will not be excusable). The following are considered legitimate reasons for an excused absence:

- Medical appointment
- College visits
- Required court appearance
- School-related absences: field trips, MHSAA athletics, appointments with a Guidance Counselor or other special circumstances
- Observation or celebration of a bona fide religious holiday
- Funerals

A student leaving the building without prior permission from a parent/legal guardian will have a permanent unexcused absence.

## Unexcused Absences

**What is an Unexcused Absence?** An unexcused absence is:

- Not an excused absence as defined above
- An absence without a parent/legal guardian call, at the latest, by midnight the day following the absence
- Arrival to class ten minutes after the bell
- Leaving the building without prior permission from a parent/legal guardian call to the attendance office.

The parent/legal guardian will be contacted via an automated calling system if an absence has been recorded that was not excused.