

WALNUT STREET SCHOOL

Absentee Reporting Procedure

The absentee reporting procedure described below will be continued again this year in Woodbury Elementary Schools. This policy was implemented in the interest of children's safety. In order for this program to be effective, the cooperation of all parents/guardians is essential. (Please return form to your child's teacher.)

REPORTING PROCEDURE

- 1. If a child is going to be absent from school, the parent/guardian MUST telephone the school prior to 9:00a.m. EACH DAY the child is absent. The school number is 853-0123, ext. 410. If you have no phone, please arrange to use a neighbor's phone.

The following information should be given:

- ◆ Child's name, grade, teacher and reason for absence

FOLLOW-UP PROCEDURE

- 1. Failure to report a child's absence to school will result in the following steps being implemented:
 - a. The school will call the home number.
 - b. The school will call the alternate number.*
 - c. Following three child absences without notification, a meeting with the principal will be scheduled.

Please indicate the numbers you wish called.

Please call this number
first _____

Location (i.e. home, parent's work, etc.) _____

Please indicate alternate phone number* _____

Location (i.e. babysitter, grandparent, etc.) _____

***(Please be sure the person at this alternate phone number is aware that your child is absent and that you have given this as an alternate number.)**

Name _____ of _____
child _____ Grade _____

Parent/Guardian
signature _____
