

COLUMBIA HIGH SCHOOL
ATTENDANCE ABSENCES INFORMATION

24-hour Absence Report Phone Number: (518) 207-2002

Dear Parent or Guardian,

We welcome your child to Columbia High School.

Only parents or legal guardians, as indicated on the Student Information Card, may verify absences or have students released from school. We must have information in writing regarding the person(s) legally responsible for the student in the absence of parents or guardians.

We ask you, the parent or guardian, to call the school on the morning of the day your son or daughter will be absent, regardless of the reason. The telephone number is **207-2002**. Please place this number in a strategic location. This is a 24-hour number.

When you call **207-2002**, you will hear a recorded message. When the recording ends, please respond with the following information:

1. Your name
2. Your relationship to the student
3. Student's full name
4. Reason for the absence
5. Possible length of the absence

Since voice mail is available on a 24-hour basis, you may call Columbia High any time to report an absence. **Early calls are appreciated.** If you fail to call in an absence, our attendance clerk will attempt to call you later in the day.

When you call in or are contacted by our attendance clerk, you are still required to send a written note. All instances of an excused absence, tardy or permission to leave early require a legal written parent/guardian excuse. *The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature.* **If your child's name is different from yours, please write the student's full name.** Your student must bring an absence note to his/her Guide Room Teacher no later than five (5) days after they were absent. Please note that, per school policy, we can only accept 10 parent-written notes for the school year. Legal or medical documentation must be provided after the 10 day limit has been reached.

Following an absence due to an injury or serious illness, the parent/guardian must provide the Health or Attendance Offices with written documentation of physician office visits.

Please be aware that any note(s) sent in to inform us of *an upcoming absence* may go through different channels before it reaches the Attendance Office. This delay may result in the Attendance Office not receiving the note until after the absence date, which may still result in a phone call home. Therefore, it is requested that the Parent/Guardian inform CHS via telephone of an upcoming absence and follow up with the absence note upon return. Please be aware that it may take up to a week for any absence note credit to appear on PowerSchool. Parents may view their child's record on PowerSchool after applying for an ID number through the Guidance Department.

We feel that this attendance intervention system enables the school to have close contact with you regarding your student's attendance. Knowing that good attendance is essential for school success, we appreciate your cooperation and support in implementing this system.

Sincerely,
John P. Sawchuk, CHS Principal