



CRESTVIEW MIDDLE/HIGH SCHOOL

Dave Bowen—High School Principal

Trent Kreisler—Middle School Principal/Athletic Administrator

Dave Springer—Guidance Counselor

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531 E. Tully St., Convoy, Ohio 45832 Phone #: 419-749-9100

ABSENCE NOTIFICATION

Date: _____

Dear Parent / Guardian:

_____ has been absent from my class, _____,
on the four dates listed below:

Dates:

1. _____

2. _____

3. _____

4. _____

For a student to receive credit in a course for a nine week grading period, he or she may not have been absent from that class more than five times. (See page 6 in the student handbook). Students who are absent because of extended illnesses or extenuating circumstances may be granted extra days. Students who are out of class due to school related functions are not counted absent from class. Please refer to the other side of this letter or to the student handbook for more complete information.

As per school regulations, a student may make up to two absences, should it become necessary, by attending Saturday School which is held the second and fourth Saturdays each month. This is arranged through the Assistant Principal. It is our hope that by communicating this information to you, we can prevent a potential problem for your son/daughter.

Additional dates absent:

5. _____

6. _____

7. _____

8. _____

Thank you for your cooperation in helping our students develop positive attendance habits.

Sincerely,

Attendance: A.

Introduction:

It is felt that class attendance is critical for the student to receive full benefit of the educational program. Education must be more than passing tests and receiving course credit regardless of attendance. B.

Attendance Requirement:

For a student to receive a passing grade and credit in a course for a nine-week grading period, he or she may not have been absent from that class more than five times. C. Extended Illness:

Students who are absent because of extended illness may be granted additional days. Extended illness is defined as one causing continuous absence of more than four school days, which has been verified by contact with the home. A doctor's note will be required when requested by school officials. D.

Extenuating Circumstances:

The teacher and principal at the request of the student/ parent may review special or extenuating circumstances regarding absences. E. Make-up Days:

Students may make up missed days beyond the maximum with approval of the principal. Make-up days shall be limited to two days and will be made up via Saturday School. Note: Exceptions to the above may be granted by the Principal Special Circumstances:

- Students / parents may request that a long-term illness which causes a student to miss days in a nonconsecutive manner may be treated as an extended illness. The request will be reviewed by the principal if the following requirements have been met:
 - a. The parents contacted the office to verify each absence and have requested that special consideration be given
 - b. A doctor's verification is provided if requested.
 - c. The student arranged to make up necessary work and accomplished this satisfactorily upon returning to school.
- **A student / parent may request in writing that the school grant extenuating circumstances for absence due to a situation which created a good and just reason for absence from school. Upon receiving such written request, the principal will review the situation and make notification of the decision.**

B. Class Attendance:

In addition to the attendance record maintained in the office, each teacher shall keep an accurate record of attendance in his/her class. The record kept by the teacher will determine the number of class absences each student has in that class. Any student who exceeds the maximum number of absences **will forfeit** the opportunity to receive credit for that class. C. Tardiness and partial Absences from Class:

A student who is more than ten minutes late to class or who leaves class for a period of more than ten minutes will be marked absent for the period UNLESS THE ABSENCE WAS DUE TO THE STUDENT HAVING BEEN REQUESTED TO REPORT THE OFFICE.

Note: Two tardies to class of less than ten minutes will count as one CLASS ABSENCE. D.

Vacations:

Vacation days will count as days of absence. They will be marked as "EXCUSED" absences if application is properly made. (See procedures for obtaining permission for vacation days) E. School Related

Absences:

Classes missed due to approved school-related events **will not** count against the student. Such events must be approved by the administration. As a general guideline, if a student is in attendance at an approved school related activity, and is not being counted as absent from school, he/she will not be charged with class absences. School related absences include such events as college visitations, participation in athletic contests, field trips, etc. F. Home Instruction:

Approved home instruction or tutoring will take the place of class instruction. A student receiving home instruction will be considered to have been in attendance.

(We send attendance letters home to all students who miss four, then five or more classes.)