

PARENT GUIDE TO REPORTING A STUDENT ABSENCE

Reporting an absence: Parents/Guardians should call 586-783-6570 and press 5 to report a student's absence to Pankow. Please call Pankow and your home school to report an absence.

Leave the following information on the recording and speak loud and clear:

- Student's full name (PLEASE spell the last name)
- The day and date of the absence
- If it is the whole day, or if they are arriving late and what time they will arrive
- The reason for the absence
- Your name
- A contact phone number if there are questions

Please give the attendance clerk 48 hours to make correct the attendance. When a phone call is made, we make every effort to get the students attendance marked the same day. Due to extenuating factors, or excessive absenteeism on a particular day, sometimes that doesn't happen. NOTE: You can call in a student's absence even if it is for a future date as soon as you know when your student will be absent. You do not need to wait until the day before or the day of to call a student out. Especially around holidays when absences are excessive, phone calls ahead of schedule make the attendance process that much easier and more accurate.

Tardies: Students will be marked tardy after the 2nd bell of the period they attend. A parent/guardian may call to excuse the tardy at 586-783-6570, option 5. Please let us know why your student was late.

Calling in or out: A parent/guardian has to report the student's absence at 586-783-6570, option 5. If you are picking up your student before the end of the day, a parent/guardian must come in to the Pankow office to sign their student out and we check ID. If someone other than a parent/guardian is signing a student out, the office will need confirmation from a parent/guardian, call the office at 586-783-6570, option 3.

Signing in late: Students must sign in with the receptionist in the office upon entering the building. A sign in without a parent/guardian signature will not be excused. A parent/guardian's signature on the sign in sheet or a call in to the attendance line, 586-783-6570, option 5, is required to excuse the student's absence.

Signing out early: A parent/guardian must come in to the Pankow office to sign out their student and we check ID. If someone other than a parent/guardian is signing a student out, the office will need confirmation from a parent/guardian. Please call the office at 586-783-6570, option 3 for receptionist. When a student is called out, they must sign out in the Pankow office in order to have their attendance corrected accordingly.

Picking up student after 2:05 (1:05 on Wed.): A parent/guardian may pick up their student without coming in to Pankow if it is after 2:05pm (1:05 on Wed.). If someone other than a parent/guardian is signing a student out, the office will need confirmation from a parent/guardian, call the office at 586-783-6570, option 3 for receptionist.

Student Activities: Student activities do not need to have a parent/guardian call in to excuse them. Teachers and athletics will normally send over a list of students that will be out of the building for the day over to the attendance office. Sometimes the time of year affects larger field trips or larger sporting events and can take up to 48 hours to completely correct in PowerSchool. If you notice after 48 hours your student was not marked for a student activity, then contact the corresponding attendance clerk to make the necessary changes.

Other absences with documentation: In order for a student's absence to be marked as MED (Medical) or DOC (Documented), an official note from a medical doctor or dentist, a note from a funeral home (immediate family only) or court, for example, should be submitted to the attendance clerk.