

## **Attendance Procedures**

### **Excused Absences:**

A parent or legal guardian must call the attendance office at (248)489-3497 within 24 hours of the student's return to school. There are NO exceptions to this rule. You may leave a recorded message 24 hours a day, 7 days a week. Excused absences include illness, religious holidays, death in the family, doctor's appointments, prearranged absences and school activities.

### **Unexcused Absences:**

Students must attend all classes unless they are excused or the student is involved in a scheduled school activity or field trip. Unexcused absences include leaving school without permission from the attendance office. A student will not be allowed to leave school without parental/guardian permission. Parents/guardians must provide permission before a student leaves the building.

If a student fails to attend a scheduled class, and the parent/guardian has not called the attendance office within 24 hours, the student will be marked unexcused.

If a student leaves school without notifying the attendance office or does not attend class, the student will still be marked unexcused. There are no exceptions.

Students who are marked unexcused from a class will not be able to make up the school work missed during the unexcused absences. Only school work that is missed while the student is out for an excused absence can be made up.