

North Farmington Attendance Procedures

Excused Absences:

A parent or legal guardian must call the attendance office at (248)785-2021 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
- school activities.

Partial Day Absences:

A parent or guardian must leave a message prior to, or speak with the attendance secretary before a student can leave school during school hours.

Students must sign out with the attendance office whenever leaving the building during school hours.

Tardiness:

A student is tardy if he/she is not in the classroom at the designated class start time.

- Cooperation by parents/guardians is necessary to minimize student tardiness.
- Oversleeping and/or missing the bus are not valid reasons to be tardy to school.
- **All students must report directly to and sign in with the attendance office when arriving late.**
- At the secondary level, if a student arrives to class fifteen (15) minutes late, the teacher will record an absence.

Additionally, any student who is tardy to school, or to any class during the school day, may be required to attend a detention based upon the policy of the classroom teacher or the policy of the school

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.

For further information, please see the Student Code of Conduct on the FPS website and in the student planner.