



HADLEY ATTENDANCE

2023-2024

Attendance: 973-7802

Office: 973-7800

Fax: 973-7816

Email:
eperezfavela@usd259.net

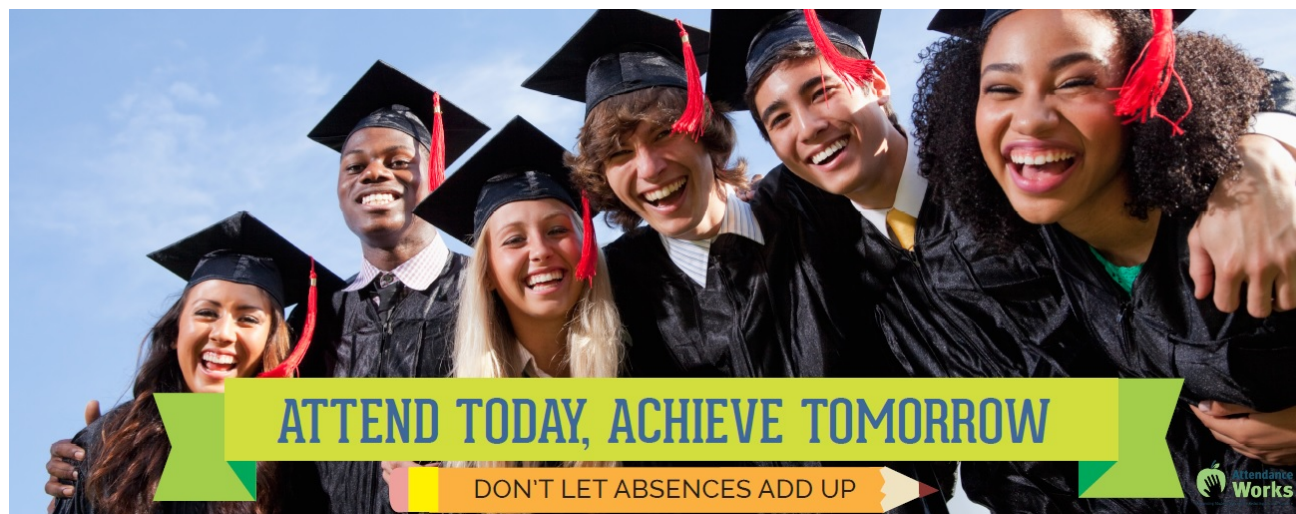
- Each time a child is absent, the parent should notify the school (973-7802) by 8:30 on the morning of the absence.
- You may leave a message on the voice mail system at any time, stating your child's name, grade, and reason for the absence.
- We must have a reason in order to code the absence in our computerized attendance system.
- Students must check out properly through the nurse and or the office.
- Parent/guardian or person picking up student early for appointments (must be authorized to pick up through parentvue).
- **Must provide identification when picking up student.**

Absences



If an absence is not reported by the parent, we will not know for sure if your child is safe at home or something happened on the way to school. Any unreported absence is automatically entered into the computerized attendance system as unexcused/truant. If you did not call by 8:30, our automated system will call you.

A child is considered by state law to be truant if they are unexcused three consecutive days, five days in a semester, and/or seven days in a school year. The law requires that the school report truant children to DCF or to the office of the DA. If you have difficulty getting your child to attend school each day, our school social worker will work with you. Please keep the school informed of all absences!



Appointments



Doctors Notes, Only Half Day Excused for Appointment

When students are checked out early, arrive late or are absent due to medical appointments, please provide a written note from the doctor upon the student's return to school. Most doctors' offices are familiar with this practice and will provide the documentation upon request. Students who are chronically tardy or leave early miss a substantial part of their day. Please try to schedule appointments on days off from school. **ONLY HALF DAY IS EXCUSED WITH DOCTOR'S NOTE**

Excusable Absences

- **Illness/Health (after 12 Days/96 hours must provide doctor note)**
- **Doctor /Dental appointments (Must have a note from from the doctor or dental office)**
- **Court appearances**
- **Funeral of a Relative (unless otherwise approved by Administration) If gone for more than 2 days, the student must bring back obituary or funeral program.**
- **Religious Holidays (Must be approved by Administration)**

Absences Not Excused

- **Out of town (Without a "Request to be Absent" form filled out prior to absence, FORMS can be requested in the Office)**
- **Slept in**
- **Running late**
- **Because the parent says so**
- **Car problems**
- **Traffic jams caused by wrecks on the highway or other reasons**



REQUEST TO BE ABSENT HADLEY MIDDLE SCHOOL

The Request To Be Absent Must Be Filed In Advance

Request To Be Absent is to be used for anticipated absences from 3 days up to 5 days

I hereby request that _____ Grade: _____

be permitted to be absent from _____ to _____ total number of days _____

for the following reason: _____

- I understand the work missed during the absence will be completed in advance or
- I understand that satisfactory arrangements will have been made with the teachers to make up work on return
- **I understand students absent beyond the allotted time will be referred to DCF or the District Attorney's office and then exited from the school**

Date _____ Parent Signature _____

Principal Signature _____ Excused _____ Unexcused _____