

Attendance at Jordan Middle School

Students are required to be in attendance each day for the entire period the program of instruction is provided. If your child is absent for any part of a day or days, a note is required from the parent/guardian, or doctor. If your child has received a warning letter, a doctor's note or the school nurse's approval must be given to the attendance secretary. **All notes should be given to the attendance secretary upon the student's return.** Even if your child is absent for part of the day, a note must accompany them upon return.

Excuse Notes:

The excuse note should include the following information.

1. Student's name
2. Parent's name
3. Date(s) of absence(s)
4. Reason for absence
5. Grade Level
6. Telephone numbers where parent can be contacted

Tardies and trancies are detrimental to the student's academic success. They are included as partial day absences on attendance.

Students who arrive late to school, must report immediately to the attendance secretary. They may not report directly to class. Students arriving more than 10 minutes late will be counted absent or truant. The school administration, district attendance officer, attendance secretary, and teachers monitor the students' attendance. State law requires 100% attendance unless excused by school officials.

The Attendance Office hours are from 7:30 a.m. to 4:00 p.m.

Checking Out a Student

1. No student will be checked out after 3:20 p.m.
2. No student will be called from class until the parent or guardian arrives.
3. Students will be called from class by school staff. No Parent/Relative/Guardian is to go into the classroom to remove his/her student.
4. Parents/Relatives/Guardians checking out Students must show Identification and must be listed on the school's Emergency Medical Card.