



ATTENDANCE OFFICE

## Frequently Asked Questions Parents & Students

Q: *What if my student was marked absent, but they were in class?*

A: The teacher or substitute must correct the error. The student can contact the teacher and have the teacher email or send a note to the Attendance Office.

Q: *My child was participating in a sport and was marked absent (UNV), can you clear it?*

A: All sports/athletic related absences are cleared through the Athletic Department. Please contact your coach or the Athletic Director.

Q: *My child was attending a school activity (i.e. field trip, College Career meeting, testing, etc.). How do I clear it?*

A: The responsible teacher or administrator will submit a clearance for the activity. You do not need to submit a clearance.

Q: *I cleared my child's tardy, but it is still showing up. What is going on?*

A: Tardies may only be cleared by an official doctor's note with the time stamped on it. You may send a note with the student to school when they are tardy. The student can then take that note with them directly to class so that the teacher does not mark them tardy.

Q: *What do I do if I need to pick my child up early?*

A: Please send your child to school with a note excusing them to leave early. Have your child submit the note upon their return to school.