



Attendance Matters!

Every student will attend school at least 90% of the time. -ASD's Destination 2020 goal

Service High School 5577 Abbott Road Anchorage, AK 99507 Attendance Office (907)742-8102

IMPORTANT ATTENDANCE INFORMATION:

- A student with five (5) unexcused absences or ten (10) absences total in a single class will be considered to have excessive absences.
- A student may be designated as habitually truant because of excessive absences.
- A student with 15 absences excused or unexcused may be subject to withdraw/fail for non-attendance.

ASD School Board Policy 442

- a. Regular school attendance is necessary for students to achieve academic standards and consistent educational progress. Regular AND on-time attendance is required of all students enrolled in the district during the days and hours school is in session.
- b. The responsibility for regular and on-time attendance lies with the parent/guardian. All students share this responsibility.

ASD School Board 443b

The following conditions may result in an excused absence from school:

1. Illness
2. Death or serious injury in the immediate family
3. Participation in a school function
4. Extenuating circumstances approved by the principal
5. Attendance at religious services

If your student is absent with your permission and for an approved reason; please contact the attendance office prior to 9:00am on the day of the absence.

- Be prepared to give your name and contact phone number, your student's first and last name, and grade level or student number.

Pre-Approved Absence Request for Extenuating Circumstances forms

are available from all offices. Completed forms must be submitted for administrator approval at least one week prior to the absence.

Tardies

Students are tardy if they are not in the classroom at the beginning of the class period.

- There are no excuses for being tardy.
- Students WILL receive disciplinary consequences for tardy behavior.

Students who become ill at school should see the nurse. The nurse will contact parent/guardian.

Service High School Attendance Procedures

- Attendance is taken each day, each class period.
- An automated phone call/email will be sent to the parent of any student with an unexcused absence.
- Students are allowed a MAXIMUM of 15 absences (excused or unexcused). Additional absences may result in withdraw/fail for non-attendance.
- Unexcused absences (truant) may result in disciplinary action.
- Students who intentionally skip class will not be granted make-up work privileges.
- Blue pass (Permit to leave the Building) and admit slips are available from the Attendance Office in Lower G or Student Services in Lower D.
- See student handbook for complete attendance policy information.

If your student needs to leave school during school hours with your permission, please contact the attendance office with a note or phone call.

- A blue pass (Permit to Leave Building) is available from the attendance office in lower G or the student services office in lower D.

If you receive an automated attendance call or email:

If your student was absent from school with your permission and for an approved reason and you did not call; you must contact the attendance office via phone call or written note with parent signature.

If you receive a phone call you believe is in error; please call the attendance office directly (907)742-8102 to ask for a correction. The attendance office will contact the teacher, if your student was present, the error will be corrected. If your student was not present, the teacher will contact you directly.

ALL ATTENDANCE CORRECTIONS MUST BE REQUESTED WITHIN 3 DAYS OF THE ABSENCE.



**To contact the Service High Attendance office:
Attendance Voice Mail: (907) 566-8100
Attendance Secretary (907) 742-8102**