

Range Elementary
972-882-5180

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Attendance Help Sheet

We want to thank our Range parents for their continual support of student attendance which is the achievement of our students!

We get many questions throughout the year about attendance issues. To help answer those questions, we'd like to offer this Attendance Help Sheet so that parents/guardians have the information needed to make the best decisions possible for their child and themselves. In the event that your child needs to be out, please refer to the following information regarding attendance:

All student absences are categorized as either excused or unexcused according to the guidelines found on pg. 2 of the MISD Student Code of Conduct. The following exceptions can be made to have a student's absence considered excused:

A) Parent phone call/message/note turned into the teacher/office containing 1 of the following descriptions:

- * funeral attendance (1 school day)
- * observance of religious holy day (1 school day)
- * doctor note defining illness with return to school date specifically noted
- * documentation of student's appearance in court

B) Student is sent home by the school nurse due to illness.

(This can occur prior to school after the 7:45 bell or at any point in the school day.)

Loss of Credit

When a student has 18 or more of ANY absences (excused or unexcused) within the current school year, the student will lose credit for the enrolled grade level and will be retained.

Failure to Attend School / Parents Contributing to Truancy

If the student has the following:

- * 3 or more unexcused absences in a 4 week period
- * 10 or more unexcused absences in a 6 month period

We will have to file against the parent/guardian and or student with the Truancy court.

*** Please be aware that tardies beyond 8:15 am are considered as an unexcused partial day absence for filing truancy purposes.**

Official MISD attendance letters will be mailed to the student's home address to communicate any concerns regarding the child's attendance with parents/guardians.

I want to help in any way possible. Please feel free to contact me if you have questions or concerns regarding your student's attendance.

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Kelly Locke, Assistant Principal