

WHAT TO DO IF YOUR CHILD IS TARDY OR NEEDS TO BE ABSENT

Our Attendance Secretary is Robin McDougle. You can reach her at (509)334-3411
or e-mail her at rmcdougle@psd267.org.

If Robin is not available, Alison or Amber will be happy to help you.

IF YOUR CHILD IS TARDY

- If your child comes to school late, make sure they check in with the office first before going to class.
- If you would like their tardy to be excused, you can excuse it in three different ways:
 - 1) Call Robin in the office at (509)334-3411
 - 2) Email Robin at rmcdougle@psd267.org
 - 3) Send a note with your child to bring in to the office.
- You do not need to come in to the office.

IF YOUR CHILD IS ABSENT

- **If your child is sick:**

Please call Robin as early as possible to let her know about the absence.
- **Dr. Appointments, or picking your child up early from school:**

Email Robin or send a note with your child and have him/her bring it to the office before school starts. We will give him/her an "Excuse to Leave School Grounds." and they can meet you out front at the proper time. If your child returns to school the same day, please have them check in with the office before returning to class.
- **If your child is already at school and you need to take them out:**

Call the office and we will have your child in the office waiting for you. When you arrive you will need to come in to sign the "Excuse to Leave School Grounds." If your child returns to school the same day, please have them check in with the office before returning to class.
- **Short vacations or if your child will be gone for 1 or 2 full days:**

Email Robin or send a note with your child and have them give it to the office before the leave begins.
- **Long vacations or if your child will be gone for 3 or more days:**

Email Robin or send a note with your child and have them give it to the office before the leave begins. We will give your child a Homework Sheet which they then will take around to all of their teachers.

IMPORTANT: If you e-mail or contact your child's teachers to tell them your child will be absent, please be sure to notify the office as well.

Please try to make transportation or other after school arrangements
with your child before they come to school.

Delivering messages interrupts instruction time.

Thank you!