

**NEW ATTENDANCE LINE**  
**For Reporting Your Child's Absence**



As you know, a parent is required to call the school office every day that a child is absent from school.

For your convenience we now have an Attendance Line to call to report your child absent from school even if the school receptionist is not available to get to the phone. You can call this line 24/7 as soon as you realize that your child will be absent from school. Please call the attendance line before 8:30 AM the day of the absence.

**Here's How to Report Absence:**

1. Call the school office and press 1 at anytime and this will connect you to the attendance line.
2. Please provide information needed:
  - child's name
  - child's grade
  - the reason for the absence
  - a phone number where you can be reached

We hope that this attendance line will make it more convenient for you to notify the school of your child's absence.

Thanks,

**Therese Alonso**  
**Director of School Affairs**