

# NORMANDALE ELEMENTARY SCHOOL

*Promoting Good Attendance*

NORMANDALE ATTENDANCE LINE

**952-848-4102**

QUESTIONS ABOUT ATTENDANCE?  
CALL ANNE ANDERSON 952-848-4100

## WHAT CAN YOU DO TO HELP PROMOTE GOOD ATTENDANCE?

- Schedule vacations and appointments **outside of school time**.
- Set a routine for bedtime, morning wake-up and transportation to school so time is not missed due to poor organization.
- Sign-up in Infinite Campus to receive attendance alerts and monitor absences.
- Set a goal of 95% or better attendance every year! (less than 9 days out of school per year, or an average of 1 day per month).
- If your student is absent call Normandale's attendance line at 952-848-4102. Do **NOT** call your student's teacher to report an absence.

## WHAT WILL THE SCHOOL DO TO HELP?

- Our teachers and student support staff will closely monitor attendance.
- Families will be contacted if a student is frequently absent and/or tardy.
- If an attendance problem is identified we will work with families to improve.
- Chronic attendance issues may be referred to Hennepin County Be@School for intervention.

UNEXCUSED* ABSENCES	EXCUSED ABSENCES	TARDIES
<ul style="list-style-type: none"> <li>• Oversleeping</li> <li>• Finishing homework</li> <li>• Vacation (unless the absence is pre-arranged using the <b>Planned Absence Form</b>)</li> </ul> <p>*All absences are marked un-excused unless the attendance line is called.</p>	<ul style="list-style-type: none"> <li>• Illness</li> <li>• Medical/dental appointment</li> <li>• Family emergency and pre-arranged vacations</li> <li>• Religious holiday or observance</li> <li>• Funeral</li> </ul>	<ul style="list-style-type: none"> <li>• Students are tardy if they are not in the building by 8:40 AM</li> <li>• After 8:40 AM students must stop in the office for a tardy slip before proceeding to class.</li> <li>• Late arrival more than one hour will be marked as a half day absence.</li> </ul>

UNEXCUSED ABSENCES		
<b>3</b> Unexcused Absences	On Alert	Principal Letter Home
<b>6</b> Unexcused Absences	Very Concerned <b>!!</b>	Referral to Hennepin County Be@School program
<b>9</b> Unexcused Absences	Excessive <b>!!!</b>	Referral to Hennepin County School Team Attendance Review

CUMULATIVE ABSENCES (Excused + Unexcused)		
<b>6</b> Cumulative Absences	On Alert	Principal Letter Home
<b>9-17</b> Cumulative Absences	Very Concerned <b>!!</b>	Potential parent meeting to plan for school success
<b>18</b> Cumulative Absences	Excessive <b>!!!</b>	May be recommended for retention

## Did You Know?

The average student misses **NO MORE THAN 8-10 school days per year** (an average of 1 day/month)

*Good student attendance is closely linked to high academic achievement*