

Attendance Procedures

Student attendance is the shared responsibility of parents, students and staff. Parents have the responsibility to ensure their child's attendance at school and to communicate with the school regarding their child's absences or tardiness. Students must assume responsibility for their punctual attendance to all classes: they must come to their classes prepared to participate and work in a positive manner.

Regular attendance is essential for success in school. When students are away from school, we ask parents to notify the school by telephone: 780-675-2285 or email: epcsec2@asperview.org Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

In order to better track attendance please follow these procedures:

- Phone In - If your child will be absent or late please advise the school using the attendance line number (780-675-2285). This voice-mail system will be active 24 hours a day.
- Check-In and Check-Out through the Office - If students need to leave before the end of the day for appointments, they must sign out in the office. As well, parents must notify the office by sending a note, phone call or by email.
- Daily Attendance - There is a strong and direct correlation between students' daily attendance patterns and their academic success. There is an expectation that all students are on time for school and prepared to learn in their classes prior to the bell. Poor attendance and late arrival times can become a habit and lead to significantly lower levels of student achievement.

AUTOMATED PHONE MESSAGE SYSTEM

Parents/guardians will receive an automated phone call notifying them that a student from their household had an unexcused absence from class that day.

What to do if you receive a phone call: The automated phone call system will give the name of the class that your student was absent for. If your student says they were in class, they must speak with the teacher who marked them away. Only that teacher can verify and ask the office to change the attendance.

Ensure that the school has your current phone number and e-mail address.