

Dassa McKinney Attendance Highlights

2023 - 2024 School Year

Ten parent excuses are permitted throughout the school year. After ten parent notes, any additional parent notes will be marked as unexcused absences. Excused absences (doctor, court, funeral, nurse excused) do not count toward the allowable ten parent notes. If students exceed ten parent notes, they will be unable to attend their field trip.

- ***Dropping your child off in the carpool line?***
 - ✓ Please form a line in the cafeteria parking lot. Cafeteria doors will open at approximately 8:45 am and students can start coming in at that time.
- ***Arriving late to school?*** Here are a few things to know:
 - ✓ If dropping off after 9:00 am, please bring your student to the office doors. You will need a tardy excuse stating the reason for the late arrival.
 - ✓ If dropping off after 9:35 am, an excuse will be required (doctor's or parent note).
 - Arrival after 9:35 am will be considered a half day absence.
- ***Planning to pick your child up early from school?***
 - ✓ Please send a note in your child's folder indicating what time you will be picking up your child, and the reason for the early dismissal.
 - ✓ If something comes up last minute and you need to pick up your child, please call the school office. When you arrive, please bring a note indicating the reason for the early dismissal.
 - ✓ If you plan to pick up your child in the carpool line ("blue pass"), please send a note in your child's folder. These students will be dismissed beginning at 3:35pm out the cafeteria doors.
- ***Planning on going on an educational vacation or family trip and your child will need to miss school?***
 - ✓ The absence(s) will need to be approved by the building Principal and the Superintendent. Please turn in the Request for Excusal from School Attendance form (on back) to your child's homeroom teacher **a week prior** to the absence.
 - These absences will be considered a parent note, and will count toward the total 10 allowed parent notes.
- If your child has a doctor's appointment, try to get a doctor's excuse if possible. A parent note will be accepted but a doctor's note is excused and will not count towards the 10 total allowed parent notes. Doctor's notes can be faxed to 724-637-3877, or emailed to shuth@moniteau.org.
- Excuses must be sent in within 3 days after your child's absence. If no excuse is received within 3 days, the absence will be marked as unexcused.

Any questions?

Please don't hesitate to call the school office at 724-637-2321. We're here to help you!