



Dear Cornelia Families,

Good student attendance is closely linked to academic achievement.

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

- Schedule vacations and appointments outside of school time. If you do schedule a vacation during the school year please fill out the attached “**vacation form**”.
- Set a schedule and routine for bedtime, morning wake-up and transportation to school so time is not missed due to poor organization.
- Sign-up for SchoolView so you know exactly how many days your student has missed.
- Shoot for %95+ attendance every year! This represents less than 9 days out of school per year.
- If your student is absent call Cornelia’s attendance line at: 952-848-4602. Do **NOT** call your student’s teacher to report an absence.

#### WHAT WILL THE SCHOOL DO TO FOSTER GOOD ATTENDANCE?

- Our Social Worker, Nurse and Secretary will closely monitor absences closely so families can remedy potential attendance problems.
- Families will be contacted if a student is frequently absent and/or tardy.
- If an attendance problem is identified our Social Worker and Nurse will work with families to correct the problem.
- Chronic attendance issues may be referred to Hennepin County for intervention.

#### WHAT IS AN EXCUSED ABSENCE?

- Illness
- medical/dental appointment
- family emergency and pre-arranged vacations

#### WHAT IS AN UNEXCUSED ABSENCE?

- All absences are marked un-excused unless the attendance line is called.
- Oversleeping
- missing the bus/transportation issues
- vacation (Unless the absence is pre-arranged using the attached “**vacation form**”.)

#### WHEN IS A STUDENT TARDY TO SCHOOL?

- Students are tardy if they are not in their classrooms by 9:20.
- After 9:20 students must stop in the office for a tardy slip before proceeding to class.

If you have questions about attendance please contact Linda Bauer at 952-848-4600.