

ATTENDANCE INFORMATION

Report your student's absence by 1:00 pm on the day of the absence by calling the number below that corresponds with your student's last name.

A-G
(847) 692-8213

H-O
(847) 692-8216

P-Z
(847) 692-8204

ATTENDANCE

Attendance, both punctual and regular, is important to a student's success at school. It is also the mark of a student's maturity and a sense of responsibility. It is impossible to recreate classroom experiences identical to the ones students have missed. Although it is unfortunate and sometimes unavoidable for students to miss class, MSHS encourages high attendance from all students.

FAILURE TO SIGN-IN OR OUT AT THE APPROPRIATE STUDENT SERVICE TEAM'S OFFICE

When arriving late or leaving early, students are expected to sign-in or out with their appropriate Service Team. Parent calls must be received prior to a student leaving school. Failure to sign in at the appropriate SST office at time of arrival or to sign out when leaving prior to normal dismissal may result in school consequences. Students leaving early must obtain a pass from the attendance office in order to be excused from class.

ABSENCE FROM SCHOOL

Responsibilities of the:

Students: To be on time to school and class so that his/her attendance can be taken in a timely manner. In the event of an absence, the student must assume responsibility for seeking out and completing their assignments. Students arriving late must sign in at the attendance office. Students leaving early must obtain a pass from the student's SST office in order to be excused from class and then sign out at the attendance office prior to leaving the school building.

Parent/Guardian: To call the appropriate Student Service Team within 24 hours of the absence. No corrections will be made after 24 hours and the absence may remain unauthorized. Messages are received 24 hours a day, 7 days a week.

When calling to report an absence, please state the following information:

- Student's first and last name
- Student's ID number
- Name of parent/guardian calling
- Reason for absence
- Time of late arrival or early dismissal

If the reason for the absence differs from the parent's, the student will be directed to the appropriate Student Service Team. If there are changes from the original message, parents must contact the appropriate Student Service Team.

School: To monitor the student's attendance and to inform parent/guardian of any attendance problems/concerns. **The final decision for categorizing an absence rests with the school administration.**

ABSENCE FROM SCHOOL – VALID CAUSES OF

Maine South High School, in keeping with Section 26-2a of the Illinois School Code considers the following circumstances to be valid causes for a student's absence:

- Illness
- Observance of a Religious Holiday
- Death in the Immediate Family
- Family Emergency
- Situations beyond the control of the student as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the safety or health of the student.