

# ATTENDANCE BASICS

August 2022

LAKE RIDGE ELEMENTARY  
SCHOOL

SY 2022-2023

## Objective

Our goal every school year is to ensure that every student attends school regularly. Showing up for school every day and on time has a huge impact on a student's academic success starting in kindergarten.

## Virginia Compulsory School Law

Regular school attendance is not solely a best practice philosophy, it is also a mandate, per **Virginia Code 22.1-254**.

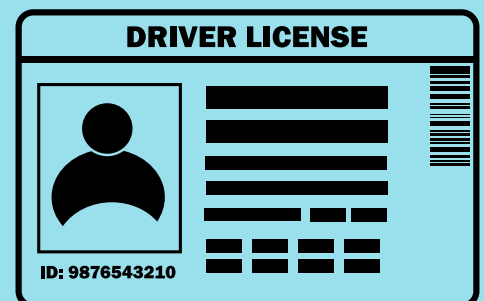
This code stipulates that every parent or guardian of a youth between 5 and 18 years of age must send their child to school every day.



## Photo ID

Anyone signing a student out for early dismissal, picking up from the school clinic or picking up late is **required** to provide a physical, valid government photo ID, must include DOB (a photo on your phone is not a valid form of ID)

- US or foreign driver's license
- US or foreign government ID
- Military ID
- Department of Motor Vehicles photo ID
- Passport
- Permanent Resident Card (green card)
- Re-entry permit
- Intensive Supervision Appearance Program ID (ISAP)



\*NO CHILD WILL BE DISMISSED WITHOUT AN ID

# Attendance Definitions

**Late Arrivals**-Any student arriving after 9:00am is considered tardy and must be checked in at the front office by an accompanying adult.

- **Excused tardy**-Tardies are excused for medical or other appointments and a note from the clinic at which you were seen is required upon check-in.
- **Unexcused tardy**-Any reason other than an appointment, such as missing a ride, bus, car trouble, traffic or late start.
- **Excused absence**-Absence for any cause listed in the PWCS attendance regulation 724-1:
  1. Any medical or dental appointment-please provide the office with a copy of a doctor note on clinic letterhead; verifying the student was seen by a doctor.
  2. Illness or injury
    1. Contagious diseases, such as COVID, measles, mumps, chicken pox, pink eye and influenza.
    2. Skin rashes-especially if the cause is unknown or if accompanied by fever or drainage.
    3. Head lice
    4. Fever-Students with an oral temperature of 100.4 or greater should be kept home until they have been fever free without medication for 24 hours.
    5. Vomiting
  3. Death in the student's **immediate** family
  4. The student is observing a religious holiday in the student's own faith.
  5. The student is required by summons, subpoena or court order to appear in court. A copy of the document requiring the student's presence in court must be provided to the school office in advance of the absence.
  6. Visiting with a parent/guardian who has been called to active duty, is on leave from this duty, or has immediately returned from deployment to a combat zone or combat support posting. The parent must submit an extended absence form for pre-approval.

**Unexcused absence**-Any absence which does not meet the criteria of an excused absence.

- Family vacations

## AUTODIALER CALLS

Attendance must be reported to the office by 10am or parents/guardians of students with unexcused absences are called via the auto-dialer calling system daily beginning at 10:30 am.



# Attendance Guidelines

## Reporting Attendance

- Student absences must be reported **daily** to the office in one of the following ways:
  - 1.\*School website-[www.lakeridgees.pwcs.edu](http://www.lakeridgees.pwcs.edu); click on the report absence button. You may choose different languages in the drop down menu in the upper right corner.
  2. In your Parent VUE account
  3. Attendance line-571-492-3739
  4. Email [harrista1@pwcs.edu](mailto:harrista1@pwcs.edu) and [batresaal@pwcs.edu](mailto:batresaal@pwcs.edu)

### \*PREFERRED METHOD

- You are responsible for informing the office of the reason for your student's absence each day, unless a doctor's note is provided excusing the student for a specific period of time.
- If a student is absent for 3 consecutive days due to illness a doctor's note is required.
- A written note signed by the student's medical provider, on clinic letterhead, certifying the student has a bona fide medical reason for his/her absence will be required after a student accrues 10 excused absences for the school year and for every additional absence thereafter.
- Whenever your child is seen by a doctor, please provide the office with a copy of a doctor's note. Absences for which a doctor's note is provided will be coded as medical. Notes can be emailed to [harrista1@pwcs.edu](mailto:harrista1@pwcs.edu) and [batresal@pwcs.edu](mailto:batresal@pwcs.edu).

## Medical and Dental Appointments

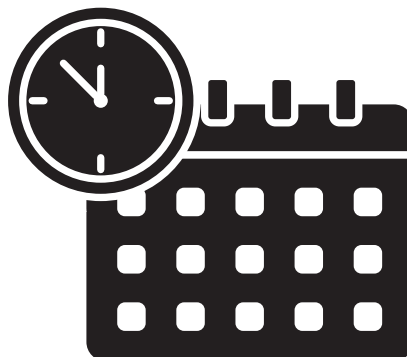
- To maximize your students time in the classroom we ask that you make routine medical and dental appointments before or after school and on non school days.
- If your student must attend a doctor appointment during school hours, we encourage you to make every effort to bring the student to school before and/or after the appointment. Please provide the office with a doctor's note verifying the appointment upon return or the absence will be unexcused.

## Dismissal changes/Early dismissal

- Email all dismissal changes to the office [harrista1@pwcs.edu](mailto:harrista1@pwcs.edu) and [lanekl@pwcs.edu](mailto:lanekl@pwcs.edu) by 3pm.
- If you are picking up a student for early dismissal, please ensure you arrive by 3pm.

## Extended Absences

- Preapproved and extended absences are discouraged and will only be granted on a case by case basis by the principal. We encourage family trips to be scheduled during school holidays and summer break. Please fill out the Extended Absence Form which can be found at [www.lakeridgees.pwcs.edu/parents](http://www.lakeridgees.pwcs.edu/parents) under "Parent Resources."
- Students will be disenrolled from school after accruing 15 consecutive absences and will need to re-enroll upon return.



# PWCS Absence Policy

Number of Absences	Measures Taken
5 Unexcused Absences	Letter sent home/parents have initial conference with school counselor
10 Unexcused Absences	Letter sent home/parents attend interagency meeting
11 Unexcused Absences	The case is referred to the Attendance Officer
10 Excused Absences	Letter sent / Doctor's note will be REQUIRED for any additional absences.

# LRES Absence Policy

Number of Absences	Measures Taken
8 Unexcused Tardies	Letter sent home
15 Unexcused Tardies	Letter sent home/meeting with principal

## TIPS FOR SUCCESS!

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Remove distractions; such as, electronics from your child's bedroom to ensure they get a good night's sleep.
- Ensure your student(s) go to school every day unless they are sick.
- Avoid scheduling vacations and doctor appointments when school is in session.
- Talk to your student's teacher and/or counselor for advice if your child feels anxious about going to school.
- Develop back up plans for getting your student(s) to school if an emergency arises. Call on a family member, neighbor, or another parent to bring your child to school or pick up.