

BLACKRIDGE ELEMENTARY
Attendance Summary

Contact with the school should be made **EACH** day your student is absent

Excused Absence Reporting

Bring a Physician's
Note to the office.

**Guardian Knowledge Absence
(Unexcused)**

Parent contacts
the Main Office

Attendance updated
showing Guardian
Knowledge of
Absence

Students are absent a ½ day when they check-in
after 11:01 am or check out **before** 2:30 pm
Monday – Thursday and before 12:30 pm on Fridays.

<u>EXCUSED</u>		<u>CODES</u>
Check-in <u>before</u> 11:01 am <u>with</u> Physician's Note	Excused Check-in	(I)
Check-in <u>after</u> 11:01 am <u>with</u> Physician's Note	Excused Check-in	(I)
Student Checks out <u>after</u> 2:30 pm	Excused Check out	(O)
Physician's Note received for absence	Excused Absence	(E)
 <u>UNEXCUSED</u>		
Check-in <u>before</u> 11:01 am <u>without</u> Physician's Note	Unexcused Tardy	(T)
Check-in <u>after</u> 11:01 am <u>without</u> Physician's Note	½ day Unexcused Absence	(G)
All day absence no contact with parent	Full Day Unexcused Absence	(A)