



## Distance Learning Attendance Policies & Procedures

**At least one of the following must occur each day to receive credit for a full day of school attendance:**

- **Parent Email** – Prior to 1 p.m. on the school day, the parent will send the following statement in email form to the classroom teacher: “I attest that (name of student) will be in attendance and complete all daily work for (date).” **OR**
- **Student is visible in teams** – The student is attending daily video with the classroom teacher. **OR**
- **Student is visible in teams** – The student is participating in conversation via chat as documented by the classroom teacher.

Attendance is vital to your student’s success and progression with their academics. State and county regulations state that a child may miss no more than 10% or 18 days of school regardless of the reason.

All absences must be verified by the parent/guardian prior to, on the day of or morning after the absence. Parents must notify the attendance clerk and give the reason for the absence. (i.e. strep throat, flu, headache, head lice or personal).

Parents of children with a chronic illness are required to have their physician fill out a chronic illness form for their child each year. These forms are available in the health office. Noah Webster School reserves the right to revoke a chronic illness form if it is misused.

The school has a responsibility to set a reasonable policy for attendance and to determine the action to be taken for excessive absences or tardiness.

If your child will not be in school, it is the parents’ responsibility to call or email the attendance office on or before the day of each absence in order to advise the school as to the reason for the absence. Parents must specifically identify any illness for record keeping purposes. During non-school hours, voice messaging and email are available. A dedicated email for parents to report their child’s attendance has been created: [attendance@noahwebster.org](mailto:attendance@noahwebster.org). Please identify student(s), and the specific reason for the absence. (A.R.S. §§ 15-802, 15-803, 15-807, 15-843)