

Reporting a Student Absence

Any student that arrives after 9:15am without an acceptable excuse will not be allowed in the building.

In cases where a student is absent, the parent/guardian should follow this procedure:

- The parent/guardian should notify the school office before 9:00 AM **by email** to castampley@destinyhigh.com and ljohnson@destinyhigh.com
- that the student will be absent. **An email is highly recommended** in order to be saved for attendance records.
- Please include the following required information in the email:
 1. **Student's First Name**
 2. **Student's Last Name**
 3. **Date(s) of Absence**
 4. **Time of Absence** - *Examples: all day, from 10 AM-1:30 PM, noon through the end of the school day, etc.*
 5. **Reason for Absence** - The more specific the better, otherwise our office will call you to follow up. *Examples: doctor appt, orthodontist appt, funeral, college visit, etc. "Family reasons" is not specific enough.*

If an email is not sent, the parent/guardian should send a signed, written explanation (including the above required information) on the first day the student returns to school. The written excuse should be turned in to the Main Office. Failure to turn in a written excuse will result in an unexcused absence on the student's permanent record.

The parent may call the school at 414-353-4430 and dial option 1 for Attendance. Calling the school does not automatically result in an excused absence. A written excuse should be turned in to the Main Office when the student returns to school.

Destiny High School reserves the right to determine if an absence is excused.

PLEASE REFER TO THE STUDENT HANDBOOK FOR COMPLETE DETAILS REGARDING ABSENCES.