

ATTENDANCE GUIDELINES

1. If a student is marked absent for the day, but is physically present in your class, please immediately send them to their respective Assistant Dean's Office to speak to the Assistant Dean about why they are marked absent, and to correct the error. Emailing the Assistant Deans does not guarantee that the issue will be addressed in a timely manner.
 2. If a student is marked present for the day, but not physically present in your class, mark them Absent. If they show up late with a pass, you must change Absent to Present and resave the attendance. (*See A below)
 3. If a student is marked present for the day, but not physically present in your class, mark them Absent. If they show up late, without a pass, you must change Absent to Tardy and resave the attendance.
 4. If a student is marked present for the day, but not physically present in your class, mark them Absent. If they do not show up by the end of the period, you must also submit a behavior referral for a Class Cut. When submitting the referral, please note the student's house assignment and select the appropriate Assistant Dean.
 5. If a student is tardy to class without a pass, mark them Tardy. If a student is tardy to class with a pass, you do NOT mark them Tardy. Marking students Tardy will generate 3 demerits. (*See B below)
 6. The Scholarship attendance information does not roll over to Infinite Campus until 8:30 AM. Students who are absent will not be marked absent for the day until approximately 8:45 AM.
 7. If a student arrives to class with a Scholarship Tardy Pass, please do NOT mark them Tardy. This will generate double demerits.
 8. Automatic Failure Policy – Please note the Automatic Failure Policy in the Grading Instruction Guidelines. Students who have (4) unexcused absences from any class automatically fail for the term. Waivers are determined by the Nurse's Office and House Administration only.
- A) In the past, teachers could not change\ correct attendance once it was saved. Teachers can now update their attendance until midnight on the day attendance is taken, and resave.
- B) If a student takes too long to arrive to class with a pass, send in a referral for Wandering.
9. Directed Academic Teachers - If a student is signing out of D.A. with a pass to the IRC \ permanent pass to Nursing \ JROTC \ Guidance \ Good Citizen Senior ID, etc. please mark that student Absent and write their destination in the notes to the right. For Good Citizen Senior ID's simply write "SR ID."