

ABSENCE EXCUSES

It is the responsibility of the parent to notify the school with the reason for the absence when your child is **not at school**. "Illness" or "sick" are not acceptable reasons. Specific wording such as cough, sore throat, vomiting should be used. **All absences must have a reason returned within three days as to why your student was out.** Excuses received after the three days, will remain unexcused.

ACCEPTABLE EXCUSE SUBMISSION:

An email to the teacher is NOT an acceptable form of submission for a student's absence.

Excuses should be submitted in any of the following ways:

1. Complete the reason on the attendance form in Powerschool.
2. Scan a written & signed note, or dr. note to fzattendance@elcosd.org
3. Send in a dr. note or a written, signed excuse with the absence reason indicated, with your child.
4. Print the Excuse card for the building and return it to school. This can be found @ <https://www.elcosd.org/Page/910>

ABSENCE DETERMINATION TIMES:

Students arriving after 9:00 AM, but before 10:00 AM, will be marked tardy/late.

Students ARRIVING after 10:00 AM will be marked absent for the morning.

Students LEAVING before 2:15 PM will be marked absent for the afternoon.

TRIPS:

Trips must be approved in advance by the principal in order to be an excused absence. Please submit the trip form two weeks prior (whenever possible) to your planned event.

Excuses for trips entered in Powerschool or in writing, without the required form approved by the principal, will be considered Unexcused.

Trip forms can be found @ <https://www.elcosd.org/Page/910>

Please see pages 19-22 of the 23/24 Fort Zeller Handbook for more detailed Attendance Procedures. The handbook can be found on the Fort Zeller website @ <https://www.elcosd.org/Domain/211> under Fort Zeller News.