



Attendance is Important for School Success!

Glen Lake Elementary Attendance Policy

Did you know that current research tells us that failing to attend elementary school regularly is often linked to dropping out of high school and negative adolescent behavior? We do understand that children get sick and sometimes need to miss school for important events in their lives. If your child will be absent, it is very important to call the Glen Lake Elementary Attendance Line (952-988-5130) to explain the absence.

Please note the policy for excused and unexcused absences/tardies:

Excused Absences

- Illness (fever of 100+ and/or vomiting/diarrhea within last 24 hours)
- Family Emergency
- Funeral
- Religious Holiday
- Please communicate with Jody McDermott-Baty, Licensed School Nurse, regarding chronic health conditions that impact attendance
- **Ten absences for illness will be excused with a parent phone call; each absence for illness above 10 will require a doctor's note in order to be excused. We encourage you to bring in a note for every visit to the doctor.**
- Absences must be verified by a phone call or note from parent/guardian within one week of the occurrence of the absence.

Unexcused Absences/Tardies (arriving in classroom after 8:58am)

- Parent forgot to wake child
- Parent did not know the school schedule
- Child missed the bus
- Child overslept or was sleepy
- Child didn't feel like going to school
- Parent needed child to help at home
- Even if child is escorted by a parent, the above reasons are unexcused.
- **If a student reaches six unexcused tardies, they will be converted to one unexcused full-day absence.**

Unknown Absences

- Unable to reach a parent/guardian; changed to unexcused with no parent/guardian contact.

There are resource people at Glen Lake who can help you and your child if there are health, financial, transportation, or other issues that are getting in the way of your child attending school:

Glen Lake Attendance Team

Jeff Radel, Principal, 952-988-5201

Jody McDermott-Baty, Licensed School Nurse, 952-988-5204

Bitz Ramstad, Attendance Clerk, 952-988-5203

Dee Den Hartog, Licensed School Counselor, 952-988-5205