

**Important Attendance Information from the
Plainfield Community Consolidated School District #202**

September/October, 2009

Dear Parents, Guardians and Students,

We are committed to you, and the community, by preparing all of our learners for the future! We hope that you are equally committed to the best possible learning experience this year, and future school years to come.

As previously documented in our November 2008 community newsletter, ***The Core***, students with higher attendance rates tend to do better at school. Frequent absences and tardiness has a negative impact on learning, as well as a negative impact on resources available for the entire district.

Since we are required to report attendance to the School District, Will County, and State of Illinois, it is necessary for our school to monitor and address absences and tardiness. In order to offer the best possible resources for our students, excessive absences and tardiness will be reported to the District's Attendance Officer. The Attendance Officer will work with families and schools in order to resolve attendance issues, and improve the District's overall attendance.

In order to maximize each student's potential; we strive to have all students in school each day, and on time. This is as important now at school, as it will be with future work endeavors. We thank you for helping ensure the following take place:

- **Arrive to school on time.** Tardiness is an interruption to the entire class. Disciplinary consequences will result after three (3) incidents of tardiness. Disciplinary actions range from a telephone call or meeting with a school administrator, to Saturday school. Disciplinary measures vary depending on your child's school and grade level.
- **Please provide a doctor's note for all medical appointments** (Doctor, Dentist, Orthodontist, etc).
- **Be at school every day**, unless there is a fever of 100 degrees or greater, a rash or skin eruption not yet seen by a doctor, vomiting, diarrhea, or hospitalization. Principals may request doctor verification for absences.
- **Parents and guardians please contact the school by the start of the school day if your child is sick.** If schools are not contacted, and are not able to reach a parent or guardian, the absence will be documented as unexcused/truant. Absences with no valid cause will also be documented as unexcused/truant.

We appreciate your dedication to education. If you have any questions, please call us at

Thank you,