

Procedure for students who will be absent from school:

Minnesota state law required that every child between seven and 18 years of age shall attend a public or private school. Students must follow their daily schedules as printed. Each student is to be on time and present during the entire period he or she is assigned. For example, students must report to their classes and remain there during the entire period; they must be in the lunchroom during their lunch period and remain there during the entire period, etc., unless officially excused.

Valid absences are as follows:

1. Absence because of personal illness or a death in the family will be excused.
2. Those pupils who are delayed or kept at home because of bad roads or weather conditions will be excused when buses do not make their various routes. A parent note of explanation does not automatically excuse an absence or a late.

WHAT A STUDENT SHOULD DO:

1. If you are absent or late:

A. Have your parents notify the school office by phone on the day you are absent. 651-425-2300 Press 1 for grades 9 & 10, Press 2 for grades 11 & 12

B. If the absence is not validated by a parent contact, it will be dealt with as truancy. Procedure for students to be released during the school day:

If you need to take your son/daughter out of school during the day, it is best to follow one of the following procedures to avoid class interruption and for the student to be released in a timely manner:

1. Call the attendance line at 768-2300 and leave a message stating the time you need your son/daughter released. A pass will be given to the student during the day for them to be excused. Please call before school begins if possible.
2. Send a note with your son/daughter and have them bring it to the office in the morning. A pass will be given to them for the appropriate time of release.

Procedure for requesting homework for a student who has been absent:

1. You may request homework from the attendance office on the 2nd full day of illness or any subsequent day by calling our attendance line or emailing the attendance secretary.
 - a. The Attendance Line phone number is 651-768-2300.
 - b. The email address for all 9th-10th Graders is: eokeefe@sowashco.org
 - c. The email address for all 11-12 Graders is: bcody@sowashco.org
2. Requests for homework should be made before 8:35am and will be ready for pick-up after 3:30pm that day in the attendance office.
4. If you know that your student will be gone in the future for several days (for a planned family vacation – medical reason – etc.), it is the student's responsibility to contact his teachers before the absence to setup a plan for making up the work