



Centennial High School Attendance Information

Reporting an Absence

When notifying the attendance office of your student's absence please leave the student's full name and the reason for the absence. You may do this by calling the attendance office at 763-792-5207 or email chsattendance@isd12.org each day your child is absent from school or send a note with your student within five school days of his/her return to school from any absence.

Appointments

If your student has an appointment where they need to leave during the school day you have three options to report your student's absence.

- 1) Have your student bring a note to the attendance office in either the East or West building in exchange for a pass.
 - a. The note should include:
 - i. Student's name
 - ii. Parent or guardian's name and phone where you can be reached if necessary
 - iii. Reason for absence
 - iv. Date of absence
 - v. Time the student will be signing out and/or approximate return time.
 - b. Students must always sign in and out of the High School (either building) but do not need a parent or guardian to sign them out if a note was turned in.
- 2) Call our attendance line at 763-792-5207 or email at chsattendance@isd12.org, we will route a pass to your student.
 - a. Students must always sign in and out of the High School (either building) but do not need a parent or guardian to sign them out if a phone message or email was left with our attendance staff.
- 3) A parent or guardian may stop in either office to sign their student out. If we do not have advance notice that you will be picking up your student this option is not the most efficient in locating your student and sending a pass to them. We will do our best to find your student in a timely manner.

Students must always sign in and out of the High School but can do so in either building.

Advanced Absences

To arrange a pre-approved absence the student must follow these procedures:

- 1) Obtain an Advance Notice of Absence form from either office one week prior to the scheduled absence or print off advanced absence form found under form section of website.
- 2) Have the form signed by each teacher and a parent or guardian.
- 3) Return the completed form to either attendance office prior to your absence.
- 4) Make-up required activities, classroom assignments, tests and quizzes within two school days for each day absent unless other arrangements are made with individual classroom teacher.

Homework

Students and/or parent/guardian will be requesting makeup work for each day's absence directly from each of their teachers. Teachers are responsible for providing assignments after a student or parent/guardian request. Teacher's emails can be found on the high school website.

Incorrect Attendance

When you monitor your student's attendance on Parent Portal you and your student discover an incorrect attendance mark. The student should touch base with the teacher where the discrepancy was made. The teacher will notify the attendance office of any changes that need to be made.

Attendance Concerns

Contact the attendance office, counselor, and/or teacher if you have concerns regarding your student's attendance.

This is a brief overview of some of the most common attendance questions. For a complete explanation of our Attendance Policy please reference our Student Handbook. Questions can be directed to 763-792-5000.

The school board believes that regular school attendance is directly related to success in academic work, benefits students and establishes regular habits of dependability important to the future of the student.