

CHS Attendance Information

Reporting an Absence:

For each day your student is absent from school, please notify the attendance in one of the following ways:

- Call the attendance line at 763-792-5207
- Email chsattendance@isd12.org
- Send a note with your student – ask that they bring it to the attendance office in either building

Please provide the student's full name & reason for the absence. This needs to be done within five school days of your student's return to school.

****STUDENTS NEED TO SIGN IN & OUT VIA THE IPADS IN EITHER OFFICE WHEN LEAVING EARLY OR ARRIVING LATE!**

Appointments:

If your student has an appointment that requires them to leave during the school day, there are three options to handle their early release:

- Call (763-792-5207) or email (chsattendance@isd12.org) the attendance line as early as you are able to. A pass will be delivered to your student.
- Send a note with your student – ask that they bring it to the attendance office in either building in exchange for a pass. The note should include:
 - Student name
 - Parent/guardian name & phone where you can be reached if necessary
 - Reason for absence
 - Date/time of absence
- Parent/guardian may stop into either office to sign their student out. Without advance notice (via call or email) that you will be picking up your student, this option is the least efficient because we have to locate your student & deliver a pass. We will always do our best to notify your student in a timely manner.

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Homework:

Please contact the teachers directly to request any homework missed due to absence. Teachers are responsible for providing assignments after a student or parent/guardian request. Teacher email addresses & phone numbers can be found on the high school website.

Incorrect Attendance:

If you or your student discover an incorrect attendance mark, please encourage your student to contact the teacher where the discrepancy was made. The teacher will notify the attendance office with any changes that need to be made.

Attendance Concerns:

Feel free to contact the main 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 the Student Handbook. Call 763-792-5000 with questions.

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.