

**ABSENCE PROCEDURE:**

Students who are absent for a day or more must have an electronic note submitted by the parent/guardian, via the Parent Portal, within three school days. Parents/guardians can access the electronic note by following the prompts:

Log into Parent Portal,

Select student's name,

Go to Forms,

Select Attendance, and

Complete the Absent Note.

**Students who are absent due to illness for more than 5 consecutive school days must submit a doctor's note.**