

Attendance and Early Departure Policy

Students are expected to attend every scheduled class, activity and field trip on time. Attendance is an essential part of the ASA's commitment to providing an outstanding educational experience for students.

Tardy Slips

Students who are tardy to class must obtain a tardy slip from the front office prior to going to class. The front office administrator determines the status of late arriving students and will identify the tardy as excused or unexcused.

- Students who arrive after 8:10 am are considered Tardy Unexcused.

Definitions of Absences:

Excused Absence

Acceptable reasons for absence include but are not limited to:

1. Sickness – after 3 consecutive days a doctor's note will be required.
2. Doctor Appointments
3. Religious holidays
4. Funerals of family members and friends
5. Approved vacations **up to 5 days per school calendar year.**

Unexcused Absence

An unexcused absence is recorded and counted on a student's record.

Unexcused absences include but are not limited to:

1. Not calling in an absence before 10:00 am
2. Oversleeping
3. Missing the bus
4. Traffic/Weather

Partial Day Absence

Leaving during the school day will be recorded on the student's record as a partial absence and counted as an excused/unexcused absence as stated above.

Attendance Line

All absences should be phoned in by 10:00 am by calling 763-444-0342. Please provide the following information when calling in an absence:

1. Name of child
2. Date and reason for absence
3. Grade or teacher's name
4. Telephone number where you can be reached for verification if needed.

Pre-Arranged Absence

If a child will be absent or tardy due to medical appointments or other excused reasons please contact the front desk receptionist in advance. If a child will be out for an extended absence exceeding one day (pre-arranged) it is in the best interest of the student for parents to contact teachers and inform them of the absence. This advanced notice will allow teachers to provide missing assignments in some cases or provide the student with instructions for completing work.