

Sawtooth Middle School Attendance Procedures

If your student will be out for the entire day, please call **the ATTENDANCE line:**

208-855-4205

If your student will be coming in late or needing to leave early, please call **the MAIN line:**

208-855-4200

Absences

When your student will miss school, it is important to call our attendance line, 855-4205, prior to 10:00 AM. Please leave a message with the following information:

- Students name and grade (PLEASE spell the last name)
- Date of absence(s)
- Reason for not attending school (ex: fever, medical appointment, illness, etc)
- Parent name and phone number

Communication must come from parent or guardian within 48 hours to not be at risk of the absence being coded as a truancy. **The only way to excuse or waive an absence or tardy is with a medical note.**

Late Arrival/Tardy

School begins at 8:20 AM (8:35 on Wednesdays). Students are expected to be in their classrooms by this time. If a student arrives later than 8:20 AM (8:35 on Wednesdays), the student will need to check in at the MAIN OFFICE for a pass to admit them to class. If your student is more than 15 minutes late to school in the morning, please call the office so we know that you are aware of the late arrival. If your student is at a medical appointment, please remember to ask for a note before leaving the appointment. **This is the only way to waive/excuse the late arrival.**

Early Release Information:

We use Raptor for student check-out and visitor check-in system. Any person checking out a student during the school day or checking in as a visitor during the school day will need to scan their driver's license or state issued photo ID. The initial process takes a few minutes. **As a reminder, students cannot be released to anyone who is not listed as a contact or emergency contact person.**

Calling ahead to dismiss your student is encouraged: We suggest that you call the MAIN OFFICE early in the morning or **with at least an hour** notice. When you call ahead, this allows us to send a pass to the classroom with plenty of time, letting the teacher know to dismiss your student. A parent **MUST** come into the office for the student to be permitted to leave.

If they are leaving for the day: It may take a few minutes longer for your student to come to the office because they will have to stop by their locker to gather their things. Please keep this in mind when calling ahead and designating their release time. **We recommend adding 5 minutes prior to the time you want your student in the office.**

Last minute release: If you call without an hour notice, it will be difficult to have your student to the office in a timely manner. Please be aware of lunch times and passing periods and other activities and circumstances that could delay having your student waiting for you in the office.

When returning to school on the same day: Please remember to check back in with the office. Bring any medical notes and give to one of our front office staff. Your student will continue to be marked absent until they are checked into the system.

Person picking up student during school: If someone other than a parent or guardian is picking up your student, please let us know ahead of time. We can only release students to those listed in PowerSchool. Please review your PowerSchool to make sure your contacts are up to date.

Trips/ Pre-Arranged Absences

If a family trip is planned during the school year, a few steps are necessary to ensure that all teachers and staff are aware of the student's absence.

1. Contact the main office 208-855-4200 to begin the Pre-Arranged Absence process **at least 2 weeks prior to the trip.**
2. A pre-arranged absence form will be given to the student to take to each teacher. The teacher will write assignments or direct you to their website.
3. Please return the form to the main office with parent signature.
4. Please note: The attendance office will be unaware of the absence if the form is NOT returned to the office with parent signature.

Homework Requests

It is the responsibility of the student to make up all work when absent. Please use PowerSchool and teacher websites to keep current on assignments and missing work. Email the teacher if you are unable to obtain necessary information.

Homework requests may be requested through the main office **after 3 consecutive days of absence.** Requests MUST be made prior to 10AM in order to give teachers plenty of time to send requested work to the office. Homework can be picked up in the main office after 3:15PM, if request was made by 10AM that morning.

PowerSchool Attendance Codes

A (unexcused absence), T (Tardy), XLA (Excused Late Arrival w/ medical excuse), PRC (Parent Call), WAI (Waived w/ medical note), VER (Parent verified absence), ACT (school related activity), TST (testing)

PowerSchool Parent Attendance Info

When a student is marked A (unverified) at any time during the school day, you will receive a phone call and an email alerting you to the absence at 5pm that evening. If it was a single period absence, it is many times marked in error or needs to be recoded. When you receive an alert to an unverified absence, simply call the attendance line at 855-4205 and explain the reason. It will be recoded within 24 hours. It is important your information in PowerSchool is up to date so that you receive important information.