

Waconia Middle School Attendance/Office Procedures

Attendance Line 952-442-0660

What if my child is absent, going to be absent or is late?

- Call the Attendance line, 24 hours a day, 952-442-0660. Leave your child's name, grade, and reason for absence.
 1. Sick – ill, flu, strep, cold, etc.
 2. Family – funeral, new baby, leaving for vacation, etc.
 3. Medical – doctor appointments
 4. Dental – dentist or orthodontic appointments

We like to know why they are absent but don't need extensive details.

We will write a green pass for the student to pick up in the office prior to their absence or when they return, indicating the date and reason for absence. If they have an upcoming absence, they will take this green pass around to their teachers, using it to record advance homework assignments.

- If we have not received notice of a child's absence by 8:30 AM, a phone call is made to the home or cell phone.

Make every effort to have your child to school on time. It sets a good habit for them to carry through life and eventually into the workplace. Tardiness causes unnecessary disruptions to the teacher and classroom.

What if I need to pick my child up during the day?

- Call the **Attendance Line**, 952-442-0660 or send a note with your child to school. Let us know what time you will be picking them up and the reason.
- We will write a green pass for the student indicating the early dismissal time and reason. This is their "pass" to get out of class. The student will show the green pass to their teacher and meet you in the office at the designated time.
- Come into the main entrance, Door A, of the school and sign your child out.

****By calling the Attendance Line** in advance of picking up the student, we are able to communicate to them with a "pass" and eliminate the need for classroom interruption when you arrive.

****It is not necessary to sign your child back into school when they return. They can bring their green pass back into the office and we will check them in.**

DO NOT EMAIL THE TEACHERS WITH ATTENDANCE INFORMATION

What if my child forgets something?

Students frequently forget items, or a parent needs to drop off a lunch, homework, band instrument etcetera,,,

If you do this, **please** instruct your child to pick up items between classes on the black shelves in the office.

Students are now instructed to pick items up between classes OR after school.

This helps to minimize classroom interruptions. Our teachers sincerely appreciate this!

"PLACE YOUR CHILDS ITEM ON THE SHELVES, TAPE THEIR NAME TO IT, AND THEY WILL PICK UP BETWEEN CLASSES."