

Hi Parents –

Due to a new automated school attendance system at McAuliffe Elementary through the Lake Washington School District, parents need to adhere to the following attendance procedures as of Monday, October 3rd, 2011:

IF YOUR CHILD IS LATE (TARDY), INCLUDING APPOINTMENTS:

Call the safe arrival line at: 425-936-2621 by 9:15 each morning.

IF YOUR CHILD WILL BE ABSENT THE ENTIRE DAY:

Call the safe arrival line at 425-936-2621 by 9:15 each morning. (You may also call ahead of time for pre-arranged extended absences).

IF WE DO NOT HEAR FROM YOU, YOUR CHILD WILL BE MARKED

“UNEXCUSED”. The automated system will begin calling parents after 9:15 every morning.

Please do not rely on emails or messages to teachers, the notifications must be made through the safe arrival line.

Starting Monday, October 3rd this new system will be in place. PLEASE have your attendance done by 9:15 each morning. That will give me only 15 minutes to change any “unexcused” absences to “excused” before the automated systems starts calling. If I have to call your classroom, that will cut into my time to do attendance. I will only be changing the attendance for those students we have received a call for. The “unexcused” absences **WILL** show up on their report cards. If a parent lets you know of an absence, please direct them to the safe arrival line. It is NOT your responsibility to let the office know, but theirs.

Thanks!

Cathryn Brown
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McAuliffe Elementary
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