

# A Message from the Attendance Office

Our Attendance policies can be found in the Student Handbook pages 9-11.

If a student is not in school and on time for any reason, the Attendance Office must be notified. Please call 716-825-8796 x111. Homeroom begins promptly at 7:50 a.m. Demerits will be issued for unexcused tardiness. See the handbook for rules. Please feel free to use our online form in lieu of a written excuse. The online form is on the Parent Portal only. New parents will receive login information in September.

Excuses are required by law for ALL instances of attendance: absences, tardiness, and early dismissals of any kind. Any visit to a doctor's office (including a dentist) requires you to obtain a doctor's note. Review the handbook for a list of legal/illegal (unacceptable) excuses. Proper documentation is needed for every absence, tardy and early dismissal. Notes are to be turned in the day of or the day after - no exceptions.

The Attendance Office has a new location. It is located on the main floor, next to the Main Office, room 108. The phone extension will remain 111. Early dismissal notes should be turned into the Attendance Office before the start of school. When picking up your daughter early from school, please report to the Attendance Office to sign her out, not the Main Office.

\*All students must sign in and when arriving late, with proper documentation.

\*All students must report to the clinic if feeling ill. The nurse will contact a parent. Students are not allowed to use their cell phones during school hours to call you.

## Home-To-School Note

School: Mt. Mercy Academy

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Was absent on: \_\_\_\_\_  
Because: \_\_\_\_\_

Will be picked up today at dismissal  
by: \_\_\_\_\_

Will be picked up early today  
at: \_\_\_\_\_ O'clock  
By: \_\_\_\_\_  
Because: \_\_\_\_\_

Was late today because: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

## Home-To-School Note

School: Mt. Mercy Academy

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Was absent on: \_\_\_\_\_  
Because: \_\_\_\_\_

Will be picked up today at dismissal  
by: \_\_\_\_\_

Will be picked up early today  
at: \_\_\_\_\_ O'clock  
By: \_\_\_\_\_  
Because: \_\_\_\_\_

Was late today because: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_