

# Attendance Procedures and Rules

Our Attendance policies are located in the Attendance section of the Student Handbook and on our student/parent Portal: <https://www.plusportals.com/MtMercyAcademy> under School Resources.

Homeroom begins promptly at 7:50 a.m. If a student is not in school and on time for **any** reason, the Parent/Guardian must do the following:

- #1 Notify the Attendance Office: (716) 825-8796 x111. **Please do not call the Main Office.**
- #2 Excuses must be submitted for every tardy, dismissal, and absence. Parents/Guardians may write an excuse or fill out an Online Form found in their Parent Portal. Please see below for details.
- #3 Automatic Demerits will be issued for unexcused tardiness. See the handbook for rules and lists of legal and illegal excuses. Please feel free to use our online excuse in lieu of a written excuse. The Online Absence Excuse form is located only on the Parent Portal: <https://www.plusportals.com/Home/Parent> under School Links & Files. \*New parents – You will receive portal login information in September after your daughter(s) has created her account.

The Attendance Office is located on the main floor, Room 108. 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. If a last-minute appointment is made, as this sometimes happens, please call the Attendance Office so we can have your daughter ready at the appropriate time. Please have her bring in the doctor's note when she returns to school.

**Excuses are required** by law for ALL instances of attendance: absences, tardiness, and early dismissals. The Attendance Office will determine if the excuse is legal or illegal. A visit to a doctor's office of any kind (including PCP, Specialist, Dentist, Orthodontist, PT, Lab, etc.) requires you to obtain a doctor's note. **Notes must be submitted the day a student returns to school** from missing classes - no exceptions. Doctor's excuses are for verification of the appointment only. The exception would be if there are restrictions on any kind, then the doctor must list the restrictions with dates.

- \***All students must sign in and when arriving late and have proper documentation. She can sign herself in.**
- \***All students must sign out for early dismissals. A parent/guardian must come to the Attendance Office to sign her out unless other arrangements have been made with the Attendance Office.**
- \* **Students participating in any club/activity/sport must be on time and in class all day. The exception is a routine doctor's appointment. Proper documentation is required.**
- \***All students must report to the clinic if feeling ill. The nurse will contact a parent, if necessary. Students are not allowed to use their cell phones during school hours to call you to come pick them up.**

## 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: \_\_\_\_\_