

## ATTENDANCE PROCEDURES

- If you are going to be absent or late, have a parent or guardian call the school. Messages can be left on the answering machine at any time.

**416-393-5531 Press 2 to leave a message**

or

**Press 0 to speak to a Secretary.**

**PARENTS MUST SPEAK SLOWLY AND CLEARLY AND SPELL THE STUDENT'S NAME. PLEASE LEAVE A PHONE # AND THE HOMEROOM TEACHER'S NAME WHEN LEAVING A MESSAGE.**

- If you miss 3 consecutive days please provide a handwritten note from your parent/guardian for the Attendance Office.
- If you are late and your parent has called to advise us, **ALWAYS** come to the Attendance Office to sign in.
- Students **MUST NOT** leave the school without signing out (with parent permission) at the Attendance Office. If you have a note, you can bring it to the Attendance Office before 8:30 and be signed out for the time you need to leave. **All notes must be brought to the Attendance Office. Do not give notes to your teachers.**
- If you are late 1<sup>st</sup> period go to your locker first before coming to the Attendance Office.
- **ALWAYS BE IN PROPER UNIFORM**