



CES Attendance Procedures 2023-2024

Let's make
everyday
count!

Reporting a student absence

- All absences **MUST** be reported to the school *and* your child's teacher by email or phone call.
- Parents/Guardians must email: cesabsent@carver.org and remember to include your child's teacher.
- Please leave your student's first and last name, grade level, and reason for the absence.
- If more information is needed or you do not report an absence, a school staff member will contact you or you will receive an automated call.
- Please make every effort to respond to our communication.

How to report a student who will be arriving late:

If a student is going to be arriving late (tardy):

- **PickUp Patrol must be used to notify the school that a child is going to be late *or* call the school at 508-866-6210.**

How to report a student who will be dismissed early:

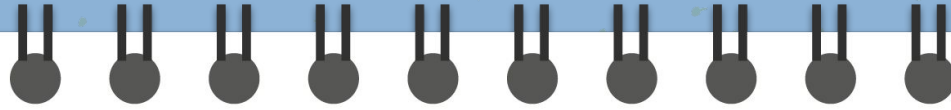
If a student will need to be dismissed early:

- **Families must use PickUp Patrol. Changes need to be made in PickUp Patrol by 1:45 PM *or* call the school at 508-866-6210.**
- **Early dismissals will be held until 2:15 PM.**
- **On arrival, the security desk staff member will call into the classroom.**
- **The student will meet the parent/guardian at the security desk area.**
- **The designated adult will be required to show identification.**

A graphic of a spiral notebook with ten black rings along the top edge. The notebook is white with an orange border and is set against a blue background with small green speckles.

Attendance is important!

- Good attendance helps set the stage for learning
- Being in school and learning is fun for kids
- Our staff want to see your child at school every day
- Our teachers/admin/counselors and nurses are here to help when you need



Attendance is important!

- It is important to communicate with the school about any and all absences.
- Parents and guardians should be aware that attendance letters will be sent home when their child has missed 10% or more of the school year.