



# CES Attendance Procedures

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](mailto: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 email.
- 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.
- Be prepared to show identification.



## **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 letters

- 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.