



## Elementary Attendance Process

Dear Stevens Families,

Jeffco Schools has updated their district attendance procedures for attendance secretaries. We want families to know exactly how this procedure will be followed so that you know how you can help us when your student is absent.

**It is very important that you call the attendance line and that you do so before 8:30am. It only takes a moment for you to call but it takes us an hour or two to call every family who does not call. It's imperative that we have contact with an adult in the family each time a student is not at school for any reason. When calling the attendance line, please give the student name, your name, why the student is absent, and your phone number. Save the attendance line number to your phone. 303-982-2180**

Updated attendance procedure:

- Attendance is taken between 8:20 - 8:30 each day. This is before Morning Crew Meeting
- At 8:30am the attendance line will be checked for messages from parents and guardians.
- When there is not a message from a parent/guardian regarding an absence, we will call the parent/guardian and ask the reason for the absence or leave a message if no one answers. We will call every parent/guardian number on file. In the event a voice message cannot be left, an email will be sent.
- If we have not made contact with a parent/guardian in 30 minutes we will call all the emergency contact numbers on the student account to see if anyone knows why the student is not in school or where the parent/guardian can be reached.
- If we still have not made contact with a person who has knowledge of the student's absence after this second round of calling, we have been instructed to call Jeffco Schools Security Dispatch. This department will try to reach parents and may make a visit to the student's home.

We want to make sure all of our students are safe and sound and we know families are especially busy in the mornings but we ask that you take into consideration that we are making dozens of calls to locate students each day. You can help by making one call to the school attendance line.

Thank you for your attention to this matter,

Stevens Attendance Office