Attendance Procedures

Follow the trail to determine how to proceed!

Is your student going to be absent, late, or picked up early?

ABSENT

For just one day?

YES

Email: AFNO.Attendance@DODEA.EDU include your student's name and grade, and the reason for their absence and we will update their attendance record.

FOR 3 OR MORE DAYS

You will need to fill out a planned absence form. Email AFNO.Attendance@DODEA.EDU and we will send you the form. Once you return the form we will give it to your student. Your student will have their teachers fill it out and assign any work they will miss. Once complete, your student will return the form to the MHS office.

ARRIVING LATE

There is no need to email. Tell your student to come check in at the MHS office upon their arrival so we can update their attendance record.

EARLY PICKUP

Did the nurse call you to come pick up your student?

YES

The nurse has informed us that you are picking up your student. There is no need to call or email the office.

NO

Will the pickup time be during/near the student's lunch time? {11:50am-12:30pm)

YES

During lunch it can be difficult to track down your student. Inform your student of the plan and ask them to go to the MHS office before lunch, after eating, etc. based on pickup time. Email AFNO.Attendance@DODEA.EDU and we will let our lunch supervisors know they will be leaving too. Give us a call from the parking lot or kiss and ride and we will send them down.

NO

There is no need to email. Give us a call from the parking lot or kiss and ride and we will send them down. You are also welcome to stop by the office to check them out, but for MHS this is not required.

Is your student returning to school the same day?

YES

There is no need to email. Tell your student to come check in at the MHS office upon their arrival so we can update their attendance record.

NO

No other action is needed.

Notes:

We do not need details on your student's reason for absence. Letting us know it is due to illness, family circumstances, an appointment, family illness or death, college visit, etc. is sufficient. The nurse tracks illness outbreaks.

Why does your student need to check in at the MHS office? Why do you need to call to release them instead of just texting them? We need a record of when they arrive and leave, otherwise we do not know who is on campus in case of emergency.

Planned absence forms should be filled out one week or more in advance.