



Absence Reporting

To continue to provide a safe environment for all students and staff, it is imperative that we have an accurate headcount at ALL TIMES. In the event of an emergency, this information ensures we know who is safely out of our building and who may still be inside. **Attendance is more than just record-keeping; it is the method by which we provide a safe and secure building for everyone.**

Please review the protocols below and remind all children in your household about the protocols that affect them. **It is important to remember that late arrivals, absences, and early departures should be reported to the School Office (not the classroom teacher).** We will inform the teacher for you!

Late Arrivals

Parents: contact the School Office if you know your child will be arriving at school later than 15 minutes past the bell (8:45 am and/or 1:15 pm). If the School Office has not been informed, the Receptionist will call parents to inquire about the absence.

Students: upon arrival, students must get a *Late Slip* from the School Office and present it to their classroom teacher. The teacher then knows that the student's attendance has been recorded.

Absences

Please contact the School Office if you know your child will be absent for a partial or full day. If the School Office has not been informed, the Receptionist will call parents to inquire about the absence.

If you know that your child will be absent for multiple days (such as for a vacation), you can inform the Receptionist once of all the known dates.

Early Departures

Please contact the School Office if you know your child will be leaving early part way through the day. If the School Office has not been informed, the Receptionist will call parents to inquire about the absence.

Lunch/Work Periods

Elementary students (grades K-8) must have a parent either call, email, or visit the School Office to inform the Receptionist of the student's name and expected return time.

High School students (grades 9-12) can leave the premises but must return to regularly scheduled classes on time.

How to report absences 24/7

- Email reception@saskatoonchristianschool.ca
- Call 306-343-1494 and press "1" for the attendance line
- Please provide your name, your child's name and grade, and the reason for the absence.
- If reporting an early departure, also include the departure time and expected return time
- K-12 students **cannot** excuse themselves from school.

We can only accomplish these goals if everyone cooperates. Thank you for helping us ensure that everyone is safe at SCS!