

# Memo

DATE: September 12, 2018

SUBJECT: Attendance

TO: Students / Parents / Guardians

FROM: Timothy Wendling, CEO/Principal

CASA Charter School believes that consistent attendance is essential if students are to achieve and reach their potential. Parents are required to ensure their child attends school every day.

CASA Charter School's Board of Trustees approved Attendance Policy 204 that will be used as a guide for the 2018-2019 school year. The entire policy is available in the student handbook and on the CASA website at [www.casa-arts.org](http://www.casa-arts.org) under the "Parents/Students" tab.

## Highlights:

- A student may reach a total of no more than 10 excused absences per year. Every absence must be followed by a signed note from a parent/doctor within three days of the absence. Emailed notes will not be accepted. For examples of excused/unexcused absences, please see Policy 204. Students will have three days to complete missed assignments.
- Students may not make up assignments when their absences are unexcused.
- Consequences for unexcused absences begin after the third absence.
- Students are required to arrive at school by 7:45 a.m. If a student is late, he/she must present a note from a parent or doctor. Emailed notes will not be accepted. For examples of excused/unexcused tardies, please see Policy 204. Consequences for lateness to school begin after an accumulation of six tardies.

Thank you for your assistance with school attendance and for your continued support of CASA Charter School.