



2024-2025 ATTENDANCE PLAN

- **Attendance** – homeroom teachers will take attendance in **Gradebook** in their **Homeroom Tab**
 - Daily between **8:40 am – 9:00 am**
 - **ONLY** use the following codes/buttons in your Homeroom Tab:
 - **U** – unexcused absence
 - **TU** – unexcused tardy
 - **All Present** – when all students are present
 - **Verification of Attendance** – after 9:00 am Ms. Vasquez, School Counselor, will check with each homeroom teacher to verify attendance – if a parent/guardian(s) communicates via Class Dojo about their child’s attendance, please make a note in gradebook in the homeroom tab
 - Calls will be made daily by Ms. Vasquez after attendance is verified to all absentees
 - **PERFECT ATTENDANCE Tracker** – homeroom classes with perfect attendance will shade a letter on their Attendance Tracker to spell out **PERFECT ATTENDANCE** to have an attendance celebration
 - Once the tracker is completed, place the form in Ms. Vasquez’s mailbox and a calendar invite will be sent to schedule the attendance celebration
- **Tardies** – a student will receive a tardy pass from the **front desk** and **after 9:00 am** students will report to the **front office** to receive a tardy pass
 - **Excessive Tardies** – please send an email to the Ms. Vasquez at vasquezf@dadeschools.net to refer any students with excessive tardies
- **Absences** – when a student is absent and returns to school, the student’s parent/guardian(s) should provide a note and/or letter indicating the reason for their absence:
 - If the student does not have a note, homeroom teachers will be given an absence slip to send home with the student, please remind parent/guardian(s) to complete via Class Dojo
 - Send **ALL** absentee notes, including any absence slips, daily to the **main office and place in the designated ATTENDANCE Box**, please **DO NOT** keep absentee notes in your classroom and include **homeroom teacher’s name, student’s first and last name, ID# and date of absence**
 - Ms. Vasquez will change attendance codes in gradebook and DSIS once absentee notes are received and reviewed
 - Absentee notes received will be documented in gradebook in the homeroom tab
 - **Excused Absences** – sick, doctor’s appointment, court, death in family, an approved school activity, in DCF custody, religious holiday or approved absence
 - **Unexcused Absences** – overslept, car trouble, rainy day, vacation, watching younger siblings, illness of others, sporting event or anything else not approved by the district
 - **Excessive Absences** – please send an email to the School Counselor, Ms. Vasquez at vasquezf@dadeschools.net to refer any students with excessive absences

