

Kellis Attendance Procedures

24-hour Phone Contact: 623-412-5431

Fax Documentation to 623-412-5447

Whole-Day Absences: Please Call our Attendance Office

Parents should call the attendance line immediately to report whole-day absences. Only absences reported within 24 hours can be excused. The attendance line is available 24 hours per-day, and parents may leave a message in English or Spanish. Only parents and guardians can excuse their student's absence, and parents may call to excuse only whole-day absences. The attendance office cannot accept phone calls to excuse single-period or partial-day absences. For safety reasons, the office cannot accept phone calls to permit students to leave campus for appointments or illnesses.

Late Arrivals: Please Accompany Your Student into the Attendance Office

An adult must escort late arriving students to the attendance office to sign them in, even if the students arrive between classes or during lunch. This policy applies even to students who drive themselves to school. However, students arriving late following a doctor's appointment may present the doctor's note to the attendance office and do not need to be escorted by an adult. Tardy students miss important instruction and interrupt the classes they enter late, so unless late arrivals are supported with doctors' notes and other documentation, habitually tardy students will receive disciplinary consequences. Any student who is tardy five times will receive a day of on-campus suspension. Starting with the sixth tardy, students will be suspended off-campus. Our office cannot accept parent phone calls excusing late arrivals.

Early Departures: Please Visit the Attendance Office to Release Your Student

Parents, guardians or approved emergency contacts must visit the attendance office desk to release a student. This policy applies throughout the school day, including departures between classes and during lunch periods. Please be prepared to show your ID as our office is required to check ID. If a student becomes ill during the school day, he/she should visit the nurse's office. The Kellis nurse will contact the student's parent or guardian. Students experiencing illness may use the phones in the health office to contact their parents. Students may not leave campus early without permission from the attendance office or the nurse's office. This policy applies also to students who drive home.

Excusing Absences: Please Provide Documentation

Documentation helps our office to quickly verify excused absences. Please provide our attendance office with doctor's notes, obituaries, memorial cards, court appearance papers, and other documentation to verify excused absences. Parents of students experiencing chronic illnesses should visit with the Kellis nurse in order to obtain a chronic illness form. A doctor must complete this form, which excuses absences related to a chronic illness.

Staying Informed: Track Your Student's Daily Attendance

- Check ParentVue Online: You can verify any time that each teacher has marked your student present in class.
- Check Your Phone: Kellis sends a daily 6PM automated phone message to alert parents of any unverified absences.
- Check Your Mail: PUSD regularly mails letters alerting parents whose students have repeatedly missed classes.

Important Reminders

- The State of Arizona compels students under the age of 16 to attend school. The Glendale Police Department cites habitually absent students, requiring them to appear in court with their parents.
- The State of Arizona requires that students of all ages be present for at least 90% of a high school course in order to be eligible to receive course credit. Students who miss more than 18 days of a year-long class, 9 days of a semester-long class, or 4 days of a quarter-long class may lose credit. Parents wishing to appeal credit loss can contact administration.
- Students must be in attendance for 60 minutes of a 90-minute period in order to be counted present for that class.
- Unless excused by the athletic director, athletes and band members must be present for two class periods in order to practice or compete. Any athlete or band member who is absent all day or unverified for any class period cannot practice or compete that day.
- Parents or guardians can visit the attendance office anytime in order to update their contact information.