

# SCCHS Attendance - FAQ

*Q: How do I excuse my student's attendance when they are away from school?*

A: Please contact the school's 24-hr attendance line at 306-773-2801 ext 1 or email [scchsattendance@chinooksd.ca](mailto:scchsattendance@chinooksd.ca)

*Q: What information do I provide when I call the school to excuse my student?*

A: Name of the person calling (must be a parent or guardian on file), student's first and last name, date/times they will be absent, general reason for the absence (illness, medical appointment, sports, out of town, etc.).

*Q: Do I have to call on the date of the absence?*

A: We prefer that you contact the office on or before the date of the absence, but the parent/guardian has up to 3 days after an absence to excuse the student. Please note that you can also excuse an absence for future dates if you know ahead of time about the absence.

*Q: What if my student needs to leave during the day for an appointment?*

A: When a student is arriving late to school or leaving class early, we ask that they stop at the office to check in/out. This lets the office know which classes were missed if the student is absent for a portion of their classes.

*Q: What happens if I forget to excuse my student for their absence?*

A: We understand! Life gets busy and it is not uncommon to forget to excuse an absence. That is why an automated attendance phone call and email are sent home at the end of the day for students that were not excused that day. Please feel free to reply to the email if you would like to excuse your student.

*Q: What if my student was marked absent, but they say they were actually in class?*

A: We strive for accuracy, but sometimes mistakes happen. Please have the student come to the office to pick up an attendance correction slip. They will take it to the teacher and have a conversation about their attendance for that period. Corrections are made once the slip is returned to the office.

*Q: What if the absence is not an excused absence?*

A: Students in grades 9-11 with unexcused absences will spend one hour of their time in responsibility room for each class missed that was not excused. Mrs. Arntsen will speak to grade 9 students, and Mr. Kelln will speak to grades 10 and 11 students about unexcused absences.

*For more information regarding our attendance policy,  
please check out the school website by clicking the button below:*

