



HILLIARD DAVIDSON HIGH SCHOOL IMPORTANT ATTENDANCE NOTES

1. **Absence:** If your student will be absent, tardy or needs to leave early for the day, please use the School Messenger App:

A. SchoolMessenger app (free)

1. Review & Update your email address via: Home Access Center > Registration> Update Registration form.
2. Get the app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence**.

-OR-

B. Web and Mobile Web: go.schoolmessenger.com

1. Review & Update your email address via: Home Access Center > Registration > Update Registration form.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**

-OR-

C. Interactive Toll-free Phone

1. Call the toll-free, interactive telephone system: Ph: 1-844-413-8801
2. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to Noon on the day of the absence
- If absence is Other Reason, please email hdvattendance@hboe.org with the reason i.e College Visit, Club Sport

Types of Absences:

- a) **Medical:** illness, doctor appointment
- b) **Excused:** family emergency, family event, travel, club sports, accident
- c) **Unexcused:** oversleeping, alarm, traffic, car issues, no check in/out at attendance, etc...
- d) **Unexcused Reason:** This code is used when we have heard from a parent or guardian, but the reason does not fall under above, or when a reason is not left on the voicemail. It will prevent you from receiving a phone call that day. Examples: All reasons under c. above, Drivers Education in-cars, forgot iPad or cell phone at home, weather is bad, studying, etc...
- e) **Official Absences:** Approved vacations (see #4), Funeral (3 days bereavement for immediate family member (an obituary may be requested), Doctor's Note, College Visit Letter or Court Document to make the time missed "Official."
- f) **Mental Health:** This code is used for students to address personal, social, and emotional well-being situations. (Follow-ups will be made school counselors)

Please note:

- a) This applies to those who are 18 and older as they cannot sign themselves out. **Parents are still the authority while the 18 year olds are in school.**
 - b) Teachers and Staff will not dismiss students based on a personal text or call to a cell phone.
 - c) **Students who are ill during the school day should report to the Clinic to be evaluated. Parents will be contacted by the nurse.**
 - d) Any student who arrives tardy without signing in at attendance, or, leaves the building without advanced parent consent will be marked unexcused and considered truant. This will result in a detention.
2. **Vacation Form:** Students can use this form one time per school year. A maximum of 10 days will be marked VAC/Official. The form is located on the District website as well as in the Attendance Office. **Please turn in two weeks prior to the event, if possible.**
 3. **College Visits:** Students can have 3 "Official" College visits their Junior year and 3 "Official" College visits their Senior year. For the visits to become "Official," the student must bring back a visit form with the college logo, date of visit and student's name. Ask the tour guide or in admissions for a school excuse on the day of your official visit.
***Please note:** Seniors must have their college visits completed by May 1 to be "Official."
 4. If your student has a chronic illness, (ex: IBS, Juvenile Arthritis, Epilepsy, Panic Disorder, etc.) please have your doctor provide a note stating the student's condition and that absences relating to that condition be officially excused for the current school year. If your student would get the flu, etc., that would not fall under the official excuse for condition, since it would not be related to their condition. **We need a new letter each school year. Notes received during the previous school year are no longer valid.**



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5. **Early Dismissal/Late Arrival Passes** For Early Dismissals, an email will be sent to the student's district email from the attendance office that they will show their teacher to be released from class. When a student arrives late to school or returns from an appointment, they will need to sign in at the attendance office to receive a pass.