



Attendance & Absences

Attendance Procedures

Understandably, good attendance is an important factor in your child's success in school. Although teachers try to provide assistance when your child has been absent, there are many learning experiences that cannot be recreated.

If your child will be absent due to illness, religious holidays, or appointments, or will be very late to school, **please** call the attendance phone line (703-645-6363). This number will receive messages on a 24 hour basis. You may also e-mail our attendance secretary, Lorri Fowlkes, at Lorri.Fowlkes@fcps.edu . If the school is not notified, the office is required to call you to confirm the reason for your child's absence.

Please notify your child's teacher in advance if your child will be away on a family trip. Of course, the school strongly prefers that families avoid planning trips when school is in session. It is expected that all work missed will be made up as soon as possible following your child's return to school.

Your child will be considered tardy if he/she is not in the classroom by 8:55 a.m. If arriving late, your child should report to the office, sign in, and obtain a pass before reporting to the classroom.



My child has been out sick for several days. How can he/she catch up on homework?

If your child has been absent due to illness for three or more days, you can arrange with your child's teacher to have work left in the office. Naturally, it is your responsibility to pick up the work. Also talk to your child's teacher about establishing a reasonable schedule for making up work/tests missed due to illness.

Early Release of Pupils for Illness, Emergencies, and Appointments

Please send a note in to the teacher with your child if he/she needs to leave school during the day for a doctor's appointment, etc. (The school highly encourages parents to schedule appointments for their children on Monday afternoons after 1:30 p.m. or Tuesday through Fridays after 4 p.m.) ALL CHILDREN MUST BE SIGNED OUT IN THE FRONT OFFICE for early release. Please come in to the office yourself and sign out your child in the "Student" notebook located on the front office bookshelf. Front office staff will call your child to the office; please do NOT go directly to your child's classroom for his/her release.

Unless you have sent in a special note, the school WILL NOT release your child to anyone except you and the emergency contact(s) listed on the Emergency Care Card. Therefore, please be sure to fill out your Emergency Care Card (provided in your Open House packet) accurately and return it to school as soon as possible. Identification will be required if your emergency care contact is unknown to office staff. Please warn your child NEVER to ride home with any stranger, even if that stranger claims he/she was sent by you.