PERRYDALE SCHOOL
Attendance Procedure

Parents are asked to call the office at 503-623-2040 or email the office staff at **pdattendance@perrydale.k12.or.us** between 7:15 and 8:15 to inform the office of your child's absence. Please note that we are paid by the Oregon Department of Education (ODE) on our Average Daily Membership (ADM). Please realize how important it is for your child to be at school, it affects their academic growth and our Perrydale programs.

Absences need a written explanation within three days of the student returning to school. A written note does not constitute an excused absence since Oregon Law requires the school to review the excuse to determine whether or not it complies with the following reasons for an excused absence.

Excused Absences: *Days when a student is ill
*Serious family illness
*Medical appointments which can not be scheduled on Friday or
  after school
*Authorized religious holidays
*Approved pre-arranged absences that meet the requirements of an
  excused absence.
*Other absences approved by the superintendent.

Unexcused Absences:
*Those not falling in the excused category
*Skipping school
*Approved pre-arranged absence if absence dose not meet
  requirement of excused.
*Failure to bring a proper excuse
*Baby-sitting younger siblings
*Appointments that could be taken care of on Friday or after
  school.

Perrydale operates under a "closed campus" system, which means that students are expected to remain on school property for the entire school day. There are exceptions to this requirement for example: students who become sick or injured, students who have medical appointments, school sponsored functions, family emergencies. All students must sign out in the office with written permission from a parent prior to leaving campus.

Parents signing out students please remember that "**home**" is not an excused absent.

For more information regarding the attendance procedure look in the Student and Parent handbook.

Thank you for your time. If you have questions please call the office.