

Davis Drive Middle School
Attendance Procedures
2007-2008

Absences and Request for Excused Absences

In accordance with the Wake County Public School Attendance Policy, an absence is excused if one or more of the following conditions exists.

1. Illness or injury
2. Isolation ordered by State Board of Health or Wake County Health Department
3. Death in Family
4. Medical, dental or other appointment with a health care provider.
5. Court Appearance
6. Religious Observance
7. Participation in a valid education opportunity, such as travel with prior approval, as documented on the "Request for excused Absence for Educational Reasons."

In response to Item #1-6 above, a note is required for re-entry into school.

In response to Item #7 above, a Request for Excused Absence for Educational Reasons must be completed for all travel related absences. This request must be made a minimum of 7 days prior to absence date. Any other requests will be marked as unexcused. Forms are available in the Attendance Office or on-line. Teachers will determine how and when the work is made up.

If your child is going to be out, please call 387-4369 and leave a message as to why. Upon return to school, a note needs to be sent with the student and given to the Attendance Office. E-mail is not an accepted form of communicating your child's absence. Please call and send in a signed note.

No student will be pulled from class for any reason, prior to the arrival of the parent or authorized person. This person must sign the student out in the Attendance Office. Also, upon return from an appointment, the student needs to bring in a note from the appointment or the parent needs to sign the student back in at the Attendance office.

When picking up a student, all parents should enter through the Main Entrance by the Front Office and walk to the Attendance Office. Please do not enter through the side entrance.

We ask that NO sign outs occur after 2:45 p.m. If you need your child for an appointment, try to pick them up prior to 2:45 or you will need to wait until school is released at 3:00 p.m.