

FAQ ABOUT Mill Valley Middle School ATTENDANCE
415-389-7711 or 415-389-7722

If my child is sick, do I have to call in every day they stay home?

Yes. Pursuant to state law, the ONLY person who can verify the reason for a student's absence is the parent or guardian. So, even if the office knows your child is sick, you have to call each day they are absent to verify that they are out that day due to illness.

If I am taking my child on vacation, do I have to call every day we are gone?

No. You may call on the first day your child is out and leave a message for the entire duration of absence. Please be sure to leave all dates your child will be out. This is different from when your child is sick, because you know the exact dates your child will be absent. If you are delayed in your return (ie. flight canceled) and your child will be out additional days, please call in again to verify the additional absences.

Do I have to call the Absence Hotline (415-389-7722) even if I've already informed my child's teacher?

Yes. The Absence Hotline is the "official" attendance record for Mill Valley Middle School. So, even if you inform your child's teacher, you need to call the Absence Hotline. A classroom teacher must mark a student absent from class- if they

Do I call the Absence Hotline (415-389-7722) if my child will only be out in the morning (due to appointment)?

Yes- please if you will be bringing your child in late due to an appointment. Otherwise- walk in with them, or send a written note. You do need to make sure your child signs in at the school office when they arrive at school.

What is the difference between an "Excused" absence and an "Unexcused" absence?

State law and board policy dictate whether an absence is excused or unexcused. Absences due to illness, funeral or religious observance are excused. Absences for vacation, shadow visit at a school, staying home with visiting relatives and other "parent-created" absences are Unexcused. Regardless of whether the absence is excused or unexcused, the district asks that you make every effort to minimize the number of days your child is absent by keeping them home only when truly ill and by scheduling family trips during school vacations. If the frequency of absences becomes of concern, you will receive written communication from the school and/or district.

What if my child is late to school?

If your child arrives late to school, they must first come by the office to sign the Sign-In/Sign Out log book. They list their name, and time in. They then take a late slip to give to their teacher when they go to class. This lets the teacher know that the student has checked in with the office.

What is the difference between an "Excused Tardy" and a "Tardy?"

If your child is not in his/her classroom when the 8:40 a.m. bell rings, your child is tardy. There are very limited reasons that a tardy may be excused, such as a medical/dental appointment. Every effort should be made to schedule appointments after school hours. If the frequency of late arrivals becomes of concern, you will receive written

communication from the school and/or district. Students with frequent or excessive tardies may be assigned a lunch or after school detention.

What if my child has an appointment during the day or will be leaving school early?

We strive to have every child in school for the full day. We ask that any appointments be scheduled outside of school hours. In the event that you do have to take your child to an appointment during the school day or if the child will be leaving school early, you must send your student to school with a note and then wait in the office and sign the Student Sign In/Sign Out Log. If your child will return to school, your student will need to come by the office again sign back in on the Log. This lets us know that the child is back on campus and the student will be checked back into school.