



April Martin  
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Dear Parent:

With the understanding that excellent attendance is of vital importance to the success of any student in school, elementary schools offer a “Perfect Attendance” award to students, at the end of the school year, who have missed 0 days of school during that school year. It is understood that on occasion a student may have an unavoidable appointment which would cause him or her to check in late or check out early. The following is the criteria which must be met in order for a student to receive an award for “Perfect Attendance:”

- The student must be in attendance in class each school day at least 75% of the 6 hour school day which equates to 4.5 hours total of the school day in order for his/her attendance that day to count towards the perfect attendance award.
- The student may have up to 4 late to school check-ins or early check-outs (combined total) during the school year and still be eligible for the Perfect Attendance Award (as long as he/she is in attendance at least 75% of those days). Five (5) late check-ins and/or early check-outs equate to the student receiving one (1) unexcused absence according to the Code of Student Conduct.

Thank you,

*April Martin*

Director of Elementary Education