Clifford Smart Attendance
Procedures

Attendance Hotline: 248-956-3510
Attendance Office: 248-956-3512

Smart Daily Attendance Procedures:

*Your child’s safety is important to us....*

Please call the ATTENDANCE HOTLINE at 248-956-3510 before 9:00am every morning that your child is absent or late. *(Please note: Notifying a teacher or counselor of your child’s absence does not replace calling the attendance office)*. For a student’s absence to be “excused” you must call the absence/tardy within 48 hours. A student’s absence cannot be “excused” if it is called in after the 48 hour deadline.

**Late Students** – Please call the attendance office to let us know your student will be late. When your student arrives at school, please come to the attendance office, sign your student in and they will receive a pass to class. When a student accrues more than five tardies a before or after school detention will be assigned. If a tardy occurs due to a doctor appointment, a doctor’s note must be presented to excuse the tardy.

**Leaving/checking out during the school day** – *To minimize class disruption* - If you need to pick your child up during the school day, please send a note with him/her to the attendance office or call before 10:00am. An “early dismissal” pass will be generated and given to your child. The student will then give it to the teacher and will be in the attendance office when you arrive. Please be ready to show a driver’s license (or other type of I.D.) to sign him/her out.

**Pre-arranged Absences** - If you know your student will be absent at a future date: Call the attendance office and report a “pre-arranged absence.” The student can then request classwork from the teachers and will receive their work before they leave.

**Make-up Work** – Students are responsible to make-up the work they have missed due to an absence. Check the teacher’s website for the work your student may have missed. If your student is absent 2 days or more, after checking the website you may also email the teachers for work. This work will be in the attendance office at the end of the next day and can be picked up any time after 3:00PM.

**Attendance Codes in Family Access** – “E” is an Excused absence. “U” is an Unexcused absence. “T” is Tardy. “D” is Early Dismissal. “C” is Co-Curricular which is school related, not an absence. “X” is Exempt from being tardy or absent due to a late bus, school emergency, etc.

**Smart Attendance Policies** - For more information on the Clifford Smart attendance policies refer to the Smart Attendance Policies hand-out.

For more information on Clifford Smart Attendance Policies: http://www.wlcisd.org/Smart.cfm
Double click the “Parent” drop down
For more information on Walled Lake Schools District Attendance Policies: http://www.wlcisd.org
Double click “Parent” drop down - click on Student Handbooks.