



District Attendance

Research has consistently shown that students who attend school regularly and on time usually experience more academic success. Please make every effort to ensure your child’s prompt and regular attendance.

There are times when children should not be in school because of illness, injury, or other reasons. It is the parent’s responsibility to contact the school by 8:00 a.m. if a child will not be in school.

If your child needs to be excused from school for a doctor or dentist appointment, please let the office know in the morning. Please sign your child out when you leave and back in when you return.

Children may be excused from participation in any activity that is contrary to your religious beliefs. Simply send a note to the teacher listing activities in which your child should not participate. If your child must miss school for special religious instruction, services, or holidays, please send a note to the teacher at least one day prior to the absence.

In an attempt to improve the attendance at school we will be contacting families regularly to keep them updated on their absences. Families will receive communication by phone, email, or letter. Below you will see the steps that will be used to communicate with families about both excused and unexcused absences. This is an attempt to keep families informed and we will work with you in providing the best services possible.

Protocol for Absences (excused and unexcused)	
3 days	An automatic phone call or call from the school or teacher will be made to make sure parents are aware of the number of absences.
5 days	A letter from the school will be sent home outlining the attendance requirements for all students.
8 days	Another letter will be sent home requesting a meeting with the family to problem solve and offer support through the school staff or other resources. A mentor will contact family to offer support and check in with the student regularly.
10 days	A letter will be sent home to the families along with a phone call to set up a meeting to set a formal attendance agreement with the school that will be put into place beginning immediately after the meeting.
10+ days	The school will request a meeting with the truancy court liaison to determine next steps in the attendance issues with the family.
12 – 15 days	The school and the truancy court liaison will make a referral to Level 1 Truancy Court. If there is a significant history of absences the school will make a level 2 referral to truancy court.

Hubbell Elementary School

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