

Academy for the Arts, Science & Technology
ATTENDANCE SATURDAY SCHOOL GUIDELINES
2016-2017

To the parent and student:

Attendance School will be available to all students on Saturday, March 11, 2017. Students who have missed more than 3 unexcused absences in a Quarter class (Gov/Econ), five unexcused days in any class per semester (10 days in a year-long course) are required to attend Attendance School to receive credit for that course. The following excuses do not count in the 5 or 10 day total: Medical, Judicial, Bereavement, Field Trip/School Activity, Guidance, Extreme Weather, and Religious Holiday.

Please discuss with your child the following procedures for Attendance School because AAST will adhere strictly to these guidelines.

- All students must complete an Attendance School form and return it to Ms. Grant in attendance by 10:00 AM on the Friday prior to the Saturday they wish to attend. No student will be admitted to Attendance School without the completed form being submitted in advance. Forms are available in the attendance office. Students will not be permitted to miss class time to obtain a form or to return a form.
- Students must arrive no later than 8:00 AM. Students arriving after 8:00 AM will be asked to leave campus. Doors will be locked.
- Students must bring academic work for Attendance School. Students who refuse to work will be asked to leave and will not receive credit. No laptops or Dell Venues allowed. Students may only use the school computers.
- Students may not use their cell phones, nor be allowed to sleep. They will be asked to leave.
- The above dates and times are the only available dates and time for Attendance School. A student may make up four blocks on any Saturday listed above. (This is one full day credit).
- Students must attend from 8 a.m. until 1 p.m. to receive full attendance credit.
- Your child MUST be picked up by 1:00 p.m. Students who are not picked up by 1:15 p.m. may incur a fee.
- A separate form will need to be completed for each date the student wishes to attend.
- Any extenuating circumstances that need to be considered must be discussed with the principal prior to the end of the term.

If you have any questions, please feel free to call 903-8469. Thank you for your help and cooperation with student attendance.

Sincerely,

AAST Administration & Attendance Office

(THE PERMISSION TO ATTEND SATURDAY SCHOOL FORM IS ON THE BACK.)

**Academy for the Arts, Science & Technology
ATTENDANCE SCHOOL PERMISSION FORM**

Top section to be completed by the student/parent. **Return form by 10:00 AM on the Friday prior to the Saturday the student will attend Attendance School.**

Student's Name _____ Date of Attendance School _____

Grade _____ Block(s) to be made up _____

Course Name _____ Teacher's Name _____

I have read the guidelines for Attendance School. I understand that AAST will adhere strictly to these guidelines.

Students' Signature _____

Parent's Signature _____

Parent's Contact Numbers _____

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(To completed by the Attendance Office)

If the student was not in attendance, please mark "No Show" across the form.

Date _____

Time of Departure _____

Attendance Signature _____

Attendance Credit applied on/to _____

