

Excuse Note Policy & Saturday School

Please remember you have **three (3) days to turn in absence notes** to the attendance office.

- Absence notes must have **a parent/guardian signature** and an **excused reason for absence** written on the note.
- If a note has **not been turned in within the three (3) days, the absence/s will remain unexcused.**
- Teachers will not be able to put a grade in the iNow gradebook for an **unexcused absence.**

Students who have a grade (major test or project) that cannot be entered into iNow because of an unexcused absence or unexcused check in/out:

The student has the **opportunity to attend a Saturday school to allow the teacher to enter a grade, for a major test or project, that could not previously be entered due to an unexcused absence/check out.** This will not remove the absence. It will only allow a teacher to enter the grade.

See an administrator or attendance officer for procedures.

This is not mandatory; it is the optional opportunity for the student to receive his/her grade.

Saturday school is only an option during the nine weeks of the absence or check in/out.