

Attendance Policy

Attendance phone numbers: 720-561-5352 (24 hour recording)
720-561-5347

Frequently Asked Questions

- **Student was marked absent or tardy but was present for entire class:**

The student is responsible for picking up an attendance correction slip from the Attendance Office. They can return the completed form to the Attendance Office to clear/correct.

- **Single period absences:**

The only way to excuse a single period absence in the middle of the student's schedule is to have the student bring in a receipt or note from the appointment they attended. (This does not include notes from parents). Please drop off documentation at the Attendance Office and the absence will be marked as excused with documentation on file.

- **Prearranged Absences (3+ days):**

Please have the student pick up an extended absence form in the Attendance Office at least 1 week before the absence will occur. This form needs to be completed PRIOR to the absence. Turn in the completed form to the Attendance Office.

- **College Visits**

Seniors who attend college visits will be excused, but these are NOT exempt. The excused absence will have "college visit" in the comments.