

Sheldon Attendance Quick Guide

To excuse an absence or tardy, please reply to the automated email message and provide the **reason** and **timing** for the absence or tardy.

Alternatively, you may email
dialshs@4j.lane.edu
or call **541-790-6606**.

You may press # to bypass the outgoing message.

If calling, please speak slowly and clearly

and provide the following information:

- ▶ Name of person calling (and relationship to student)
- ▶ First & last name of student, spelling last name
- ▶ Six digit student ID number (if you have it)
- ▶ Date(s) and period(s) of absence/tardy
- ▶ Reason for the absence/tardy
- ▶ Phone number of person calling

If you need to talk to someone in the Attendance Office, call 541-790-6678.

Attendance Tips and Information

- ▶ When replying to the automated email messages regarding attendance, be sure to state **reason** and **timing** of absence.
- ▶ Contact the Registrar at 541-790-6607 to update parent/guardian phone and email contact information.
- ▶ Absences and tardies do not need to be excused in advance, but please excuse within two days to help student avoid detention due to unexcused absences.
- ▶ If student will miss more than one full day of school due to a planned reason, use Prearranged Absence Form available at shs.lane.edu (Resources) or in Attendance Office.
- ▶ If student is incorrectly marked absent, please contact the teacher to correct the marking.
- ▶ Appointment? Please specify if it's a "health related" appointment (medical, dental, counseling, PT, etc.) or "other" (insurance, DMV, passport, etc.).
- ▶ Students missing more than 10 minutes of class for a non-school related reason are marked absent.
- ▶ Absences may only be excused by parent/guardian, even if student is 18+.