

Saint Ignatius High School  
Student Attendance Procedures  
2021-2022

**Student absences will be reported electronically**

Student absences, late arrivals, and early dismissals will be reported electronically. The absence reporting form will be emailed to parents before the first day of school. Parents should bookmark the link. The form will only accept submissions from Saint Ignatius parent email addresses.

We are not requiring a pre-arrival screening thus the absence form needs to be submitted only when your son will miss class.

If a student arrives late to school due to an appointment, he must sign in at the Assistant Principal's Office. When a student leaves school early, he must sign out in the Assistant Principal's Office before he leaves.

If a student misses any class, other than by reason of a school activity such as a field trip, retreat, or funeral, **he may NOT participate in or attend an extracurricular or sport that day without approval from the Assistant Principal.**

**Extended absences**, due to illness or injury will be treated on an individual basis. Parents must notify the administration as soon as possible and must cooperate with the administration, counselor, and teachers.

**PUNCTUALITY AND TARDINESS**

**Saint Ignatius High School values punctuality and considers timely arrival to be a sign of respect to our teachers and to fellow classmates.**

The school day begins at 8:30 AM with a first-period class. Students are to be seated in their classrooms when the tone sounds to start the class.

If a student arrives after 8:30 AM, he must first report to the Assistant Principal's Office, sign in and get an admit slip before going to class. The student will serve tardy that day after school.

Full information on Student Attendance is in the Parent/Student Handbook.