



ATTENDANCE *Matters!*

★ LET'S KEEP OUR SCHOOL ON TRACK! ★

TARDY/LATE ★ POLICY ★



If you arrive with your child to school anytime

AFTER 8:05,
including dropping them off after appointments, you must
PARK YOUR CAR AND WALK INTO THE BUILDING
with them.
You will need to sign them in.



The **TARDY BELL**
rings at **8:05**

which means your child needs to be in their seat at **8:05.**

★ HOW TO SUBMIT AN ABSENCE IN SKYWARD ★

1

Log in to your student's Skyward Family Access account.

2

Select your student's profile.

3

Click on the Attendance tab.

4

Choose Absence Requests.

5

Click the green "+ Add Absence Request" button and follow the prompts.

6

Upload your doctor's note or parent note (if applicable).



★ SIENNA CROSSING ELEMENTARY ★

Proud to be Navigators!