

## Student Attendance

Dear Parents and Guardians,

Due to state mandated attendance reporting procedures, the following procedures are required for all parents and guardians of students at Horace Mann School:

1. If your child is absent from school for any reason, you must call the school at (310) 551-5104 by 9:00 a.m., or your child could be considered truant.
2. If your child returns to school at any time during the school day, s/he must check in with a signed note from you explaining the exact reason for his/her late arrival.
3. All students returning from one or more full days of absence must have a signed slip from you with the specific nature of the absence and the dates of the absence.

**AN UNINTERRUPTED LEARNING PROCESS IS  
ESSENTIAL TO OUR SCHOOL'S SUCCESS. PLEASE  
DO NOT KEEP CHILDREN OUT OF SCHOOL UNLESS  
IT IS ABSOLUTELY NECESSARY.**

**IF IT IS NECESSARY FOR A CHILD TO MISS  
SCHOOL, IT IS BETTER TO MISS ONLY PART OF  
THE DAY RATHER THAN BEING ABSENT FOR A  
FULL DAY!**