



August 2021

RE: Updated Student Absence Procedures

Dear Parent/Guardians:

In effort to make sure our students are safe and accounted for, a parent/guardian must either call the school office (708-422-8280) or email the school office (attendance@mhrschoo.com) before 9am on the day of a student's absence. Voicemail messages are acceptable. *(Voicemail and email messages should include child's name, room number, date of absence(s) and reason.)* As long as the office has been included, a message to the homeroom teacher is acceptable.

In the event that a call or email is not received, an automated alert will be sent via phone and text to the parent/guardian. If the office is not contacted within 15 minutes, calls to the student's Emergency Contact numbers will be used. If there is no response from any of these numbers, the Evergreen Park Police will be notified.

Remember, if you have any change of phone numbers (i.e. turned off your land line, new cell #) inform the office of the change immediately. Your help is greatly appreciated.

Sincerely,

The Office Staff