

Wayland Middle School



ABSENCES & LATE ARRIVALS

School starts at 7:35 AM. If your child will be absent or late to school, please notify the school office as early as possible.

We have two notification methods to choose from:

1. Call the school at 508-655-6670 and select Option Two.

OR

2. **Send an email to:**
ms_attendance@wayland.k12.ma.us

Be sure to indicate your child's first and last name, grade, and the date(s) your child will be absent or tardy. If your child will be arriving late to school, please indicate the expected arrival time.

Please remember, *you must notify the office even if you have already notified your child's teachers or guidance counselor of an absence.*



EARLY DISMISSAL FOR APPOINTMENTS

Whenever possible, please avoid scheduling routine doctor and dentist appointments for your child during the academic school day. Encourage your pediatrician and orthodontist to provide sufficient office hours after school and on Saturdays.

If you need to have your child dismissed from school early, please:

1. **Send a dismissal note to school with your child.**
2. Instruct your child to bring the note to the office upon arriving to school.
3. Your child will be given a dismissal pass to give to his/her teacher.
4. At the indicated time, your child will come to the office to check-out and then meet you outside. With this process, there is no need for you to come into the office to sign your child out.

If you are unable to send a note in with your child, you need to come into the school office to sign the dismissal log.