

## Upper School Attendance Reminders

GHI receives daily funding for all students in their classrooms at **9:05 a.m.** Therefore, we encourage parents to schedule doctor appointments before or after that time to allow students to be in their seats at 9:05 a.m. Please bring a doctor's note for all doctor appointments.

Please remember to relay any planned absences to your student's teacher. For all other questions or concerns related to absences (that cannot be addressed by your teacher directly), send an email to [USattendance@GreatHeartsIrving.org](mailto:USattendance@GreatHeartsIrving.org). Please also email all absence notifications to this address. Calling the attendance line is not necessary.

Please turn in all sick or doctor notes within two days of the absence. Written documentation must be provided for **all** days your student is absent from school. Acceptable forms of written documentation include an email, a handwritten letter, or a doctor's note.