

Attendance Directions

As Seen in the Parent Handbook

MEI is required by the BC Ministry of Education to keep careful record of attendance in order to qualify for funding as an Independent School. Attendance will be taken each morning and then sent to MEI Middle office. As a safety precaution, if the school has not been notified of an absence, the office staff will call home to verify the student's whereabouts.

- Students must sign in at the office if they arrive late to school or need to leave the school at any time during the day. **A note or parent phone call is required if the parent does not present at the office.** Arriving late and missing instructional time has a detrimental effect on student progress. A student who is chronically late will be referred for counselling/administrative follow-up and may face consequences. Siblings are not permitted to sign out a brother/sister without parental written or verbal communication to the office.
- Parents can assist our office staff by calling first thing in the morning (before 9 a.m.) when your student is unable to come to school. Should a student be away for a few days, please contact the school and request homework from the teachers or check the teacher website for homework updates. If a student is required to be away for an extended period of time due to illness or extenuating circumstances, the parent should contact the school administration for assistance in maintaining an educational program.
- Students requiring early dismissals should bring a dated note to the school. They should show it to the teacher and then bring it to the office to sign-out. For safety reasons, we cannot release a student to the care of another adult without parent permission. Please contact the office if grand-parents or youth pastors are picking up students during the school day.