



PES Announces a New Option!!!

NEW PARENT/GUARDIAN ATTENDANCE PROCEDURE

We at Providence Elementary School are pleased to announce an addition to our attendance procedures that we believe will be more user friendly for our parents, and our staff. **The start of the final grading period (April 9, 2007) will mark the beginning of our new attendance procedure.**

Listed below are the three methods you may use to report an absence:

1. Parents may email Providence Elementary School at: **ProvidenceES.Attendance@fcps.edu** Please include the child's name, teacher and reason for absence. This mailbox will only be checked between 7:30am and 10:30am.
2. Call the Attendance Office at **(703) 460-4444** before 7:45 am and leave a voice message (all messages will be logged for reference)
3. Send a signed and dated note to school with your student prior to the absence to be submitted to the front office.

Please note: *In each procedure mentioned above, you need to include the student name, date of the absence and a detailed reason for the absence. If you choose to send a written note, please sign and date the note.*

Thank you and we hope this email option is an added convenience.