

How and When will Attendance be Taken

Attendance will be taken each morning (M-F) in homerooms during Morning Meeting. Students are expected to be in class by 8:45 a.m. each morning. Teachers will report attendance to our Time and Attendance office assistant (Jen Stinchcomb) who will log the information into our Student Information System (SIS).

Notifying the School of an Absence

Please use the FMES Attendance Line or the Online Attendance form found on the Fox Mill Website before 8:45. 703.262.2727 Using these methods of communication insure everyone is on the same page and every student is accounted for. If you would like to email your child's teacher to give him/her a head's up, that is wonderful. Please do not use that as the only form of reporting your child absent.

If your child is recorded with an unexcused absence, an automated attendance phone call will be made to the phone number on record in SIS. This will most likely happen if you forgot to notify the school of a planned absence. If you get this call, please contact the Fox Mill office so

If an unexcused absence is not explained, your child's teacher will reach out to families within 24 hours to offer support.

If there are 3 unexcused absences recorded, a member of the FMES Attendance Team will reach out to families to offer support. I will talk about the Attendance Team in a bit.

Leaving School Early

If your child is present during Morning Meeting, but then doesn't stay online for instruction – due to an appointment, etc., it will be considered "leaving school early"

Please let your child's teacher know if he/she will be leaving school early. This will give the teacher information on why your child is no longer online.

If a student is not present during Morning Meeting and is marked absent but then logs on for other parts of the day, this is considered "arriving to school late/tardy". If the school has not received notification of this late arrival, the automated "Your Child is Absent" phone call will go out. Please use the Attendance Line or Online Attendance Form to let the school know.

Learning Asynchronously

There may be times when your child is unable to attend the live session of school and plans to watch the lesson recordings later in the day. If this is ever the case, please relay that information to the school using the Attendance Line or Online Attendance Form. There is a special code we need to enter into SIS when this happens.

Attendance Team

The Fox Mill ES Attendance Team is made up of myself, Jen Stinchcomb, our Time and Attendance Office Assistant, Stacy Keating and Marisa Sims, our counselors, and our school Social Worker. If students are having a hard time getting to school on time and staying in school, we will reach out of offer support. The goal of the team is Family Support. We understand going to virtual school is very different from going to the brick and mortar school. If any family is a facing resistant child or children, please email or call me and we will work on a plan together.