

Avondale Adult Transition Program & Services (AATPS) Absent Policy

Policy goal: Increase independence and prepare for employment.

Attached is a script students can use when calling off from school. Please print and attach this script to your fridge or near a phone.

If students are going to be absent from school, they may either:

1. Send staff a message on the Remind App
2. Call the classroom phone (at any day/time, voicemails get transcribed to our emails)

Kaitlyn's classroom: (248)-537-6447

Megan's classroom: (248) 537-6446

Mara's classroom: (248) 537-6489

3. A parent or guardian may also communicate absences, however we would like to encourage more independence and hold the students accountable.

****Notice must be given prior to 7:10 AM on the day of the absence****

****If your student rides a bus, please also communicate absences to Mary Shank at the bus garage (248)537-6050 ****

SAMPLE SCRIPTS

When leaving a voicemail message or talking to staff on the phone:

Hi (Name of Teacher),
This is _____. (your name)
I am calling off from school today _____. (day and date)
Thanks,
_____ (your name)

When sending a Remind message:

(Name of Teacher), I will be out today _____. (day and date)
