

LAWRENCE ATTENDANCE LINE!
617-879-4343

If your child will not be in school for any day(s), please call the attendance line at 617-879-4343 before 8:00 am to report an absence. You can leave a message for multiple days if needed.

Please call for:

- **Any time your child will be absent.**
- **Please include your child's name, your name, your child's homeroom teacher's name and the reason for the absence.**
- **Pre-arranged absences after approval via email with the principal.**

What will the attendance calls say?

Please note that your child, [FIRST_NAME], was marked absent from Lawrence School today. If you have already reported your child's absence to the main office, please disregard this message. If you are unaware of your child's absence, please notify the office at 617-879-4300. Thank you.

What will the tardy calls say?

Please note that your child, [FIRST_NAME], was marked tardy for not arriving at the Lawrence School on time today. Please call the office at 617-879-4300 if you have any questions. Thank you.

What should I do if I receive an attendance call?

- If you receive an absence call when you think your child is in school, call the school office immediately at 616-879-4300.
- If you receive an absence call and you've already called the school to excuse your child, no further action is required by the parent. You don't have to do anything.

What should I do if I'm getting frequent tardy calls telling me my child is regularly getting to school late?

- Please work with your child about getting to school by 7:50. You may need to move up the time you wake up or the time you leave for school. If you are having difficulties and would like some strategies please contact Mr. Blair at 617-879-4300