



ATTENDANCE & ABSENTEE PROTOCOL

General School Information	
School Phone	703-433-6760
School Fax	703-433-6761
Absentee Line	703-433-6762
School Website	ourladyofhopeschool.net
Front Office Contacts	
Mrs. Mary Beth Pittman, Principal	mbpittman@ourladyofhope.net
Mrs. Angela Matzke, Office Manager	amatzke@ourladyofhope.net
Mrs. Allison Kellner, School Nurse & Attendance	nurse@ourladyofhope.net
Mrs. Carol James, Clinic Aide & Attendance	nurse@ourladyofhope.net
Teachers	
Emails found in School Directory	

Please email your child's teacher(s), Mrs. Matzke, and nurse@ourladyofhope.net if your child is:

- ❖ Absent
- ❖ Sick
- ❖ Tardy
- ❖ Leaving Early for the Day (or for an appointment)

Note: If your child has been seen by a doctor for an injury, health concern, or diagnosed communicable disease (strep, flu, pink eye, etc.) please contact the Clinic Staff. Please note for illness: Any child who has a temperature of over 100 degrees, diarrhea, or vomiting, will be sent home within one hour. A child must be **symptom free and fever free without medication for 24 hours before returning to school.** This helps to contain the spread of illness to other students. Any child who has been out for **three or more consecutive school days due to illness** will need a doctor's note clearing their return.

Picking up Missed Work: Please submit all requests before 10 AM to the teacher(s) and copy Mrs. Matzke on the email. If requested, books are available for pick up **after 3:30 PM in the school office.** If the teacher does not receive the request by 10 AM, work will not be available at the end of the school day.

Vacation/Missed School Day: If your student will miss multiple days of school due to vacation or other circumstances, please also include Mrs. Pittman on the email to the teacher(s) and front office. **Work will be made up upon the student's return to school and will not be given out in advance for planned days of vacation.**