

ATTENDANCE REPORTING

To report a student absence:

- Call the school office at (902)835-8548 (leave a voicemail if no answer), or
- Email Mrs. Goodhall at office@sandylakeacademy.ca

Be sure to include:

- Your name
- Student name (please spell last name)
- Date of absence(s)
- Reason for absence(s)

Communicate same-day absences by 8:25 AM.

Contact the school principal and teachers at least one week in advance for planned extended absences.