

Dear Parent/Guardian,

You are receiving this letter because your student, _____ currently has seven or more unexcused absences in their class(es). Students that have more than seven unexcused absences must make up the time missed in attendance recovery. In order to streamline the attendance recovery process this year we will be implementing some changes. Once a student has accumulated over seven absences they are required to make up the time missed. Students will have several options for recovering their time.

- **The best option would be for them to make up the time with their teachers** in order to cover the material they missed during their absence. If they choose this option, one hour of tutoring will count for a full class recovery.
- **Students will have the option of making up recovery time by attending recovery after school or during Saturday school.** This option is time for time and cannot be used if the student is already attending detention or Saturday school for disciplinary reasons.
 - Example: If the student misses a 90 minute class, they can recover the time with 90 minutes of Saturday school.
- **We will also be offering morning recovery time in the media center from 7:20 a.m. until 7:50 a.m.** This option is also time for time and can be accumulated to reach their 90 minute total for a missed class.
- For each recovery option students are expected to:
 - **Get an assignment (before the recovery session) from the teacher** for whom they are serving the time. The work must be related to the class the student is recovering time for.
 - Report to the media center (or specified location) **on time.**
 - **Bring all necessary supplies – no pencils, paper, computers, or books will be provided.**
 - **Work for the entire recovery session on the assignments.**

*Students who are late, are off-task or do not complete the recovery assignments to the teacher's satisfaction may have to repeat the session or may not receive credit for attending the session. Students will receive one warning for talking or being off-task and then will be dismissed from the session with no credit for attending. **Students that are asked to leave recovery more than once will lose the attendance recovery privilege.** Phones, non-instructional videos and music will not be permitted at recovery sessions.*

Please see the back of this letter for recovery dates and options for the first semester of the 2018-19 school year.

Porter Ridge High School will offer the following recovery opportunities – these opportunities will be in place from 12/10/18 through 1/12/18

Saturday School Attendance Recovery

- Dates: 12/15/18, 1/12/18
- Time: Saturday 9:00 a.m.-12:00 p.m.
- Location: Meet at PRHS Cafeteria – Main School Entrance 9:00 a.m. SHARP
- Classes Recovered: 2 per full session

Tutoring Recovery

- Time: Determined by you and your teacher(s)
- Location: With your teacher(s) before or after school
- Classes Recovered: You must serve 1 hour of recovery time for each absence.

After School Recovery

- Time: Monday-Friday 3:00-4:30 p.m. from Dec. 10th -Jan. 11th (Closed Holidays Dec. 22 – Jan. 8)
- Location: Cafeteria
- Classes Recovered: 1 per full session

Before School Recovery

- Time: Monday-Friday 7:20-7:50 a.m. from Dec. 10th-Jan. 11th (Closed Holidays Dec. 22 – Jan. 8)
- Location: Media Center
- Classes Recovered: 1 per 3 full sessions