

Attendance: How to

1. If your student will be absent for any reason:

Email attendance@saintcats.org

OR

Call (262) 632-2785, Ext. 401

Include in your email or message:

- Name of Student
- Grade
- Your name and relationship to student
- Reason for Absence
- Date(s) of absence

2. If your student needs to leave school early:

Please call or email at least 1 hour in advance to give the office time to get your student ready to leave.