



From the desk of the dean,

A note on Attendance:

Please note: The complete Attendance Policy is included in the Upper School Handbook.

When a student is sick: When a student is ill, a parent must call Ms. Novarese at (901) 435-5844 or email her at mnovarese@saa-sds.org before 8:30 a.m.

For a planned absence: If a student knows ahead of time that she will be absent, then she must bring in a note signed by her parent/guardian or an email to Ms. Novarese as soon as possible. This note must be approved by Ms. Novarese and the student should email her teachers regarding missed work. This note must include: the date and time of absence(s) and when she is expected to return to school.

For checking out early: If a student is checking out early or for part of or for the rest of the day, then she must always sign-out and return her note to Ms. Novarese's office prior to leaving campus. Failure to do so results in a demerit.

For checking in: A student must always sign-in with a note from her parent/guardian when coming to school late. If checking in late due to a doctor's appointment, please also bring a doctor's note.

When picking up your child before 3:30 please meet your child at the Veritas Entrance.