

## **Thomas Jefferson Middle School**

### **New Automated Attendance Call Feature**

With the start of this new school year, TJMS we will be implementing a new automated attendance call feature. The calls will come from the same notification system the district currently uses, and therefore from the same phone number.



Here's how the feature works:

- If your student is marked absent when attendance is taken at the start of 1<sup>st</sup> period/block, and you as his/her parent has not already notified the school attendance desk, a call will be placed at 9:20am to the primary guardian cell phone number on file for your student. That call will tell you that your child has not shown up for class that morning. You will then be instructed to contact the TJMS attendance desk and clear the absence.
- If your student's absence has not been cleared by the end of the school day, another automated call will be made at 7:05pm to that same cell phone number. This call will detail the specific periods/blocks for which your student was absent. You will once again be instructed to contact the attendance desk and clear the absence.

We hope this change will do two things:

1. Improve student attendance at TJMS, and
2. Allow office staff in the building to use their time and resources more effectively and efficiently.

If you have questions about this new procedure, please contact the TJMS Attendance Desk at 659-3265 or by email at [attendance.tjms@jcschools.us](mailto:attendance.tjms@jcschools.us). Feel free to also use this new email address to excuse your child's absences.

If you want to make sure the primary cell phone number on your student's profile is correct, please call the Counseling office at Thomas Jefferson at 659-3268.