

## How to Report An Absence

If your student will be absent, please contact our Attendance Secretary, Amy Harrington, in the front office.

Please call our main line at 636-445-5190 and choose option 1.

Please leave your child's name(s), date of absence, and reason for the absence on our voicemail.

**OR**

Email the same information to our Attendance Email at [attendance.journey@wsdr4.org](mailto:attendance.journey@wsdr4.org)

If you know your child will be absent on a specific date, please let Amy Harrington know and we will notate that in our system. .

If any of these absences are not called in, an automated call, email, and text message will go out, if you have signed up to receive them. This message will prompt you to call Journey Elementary to let us know the reason for your child's absence. The first call goes out at approximately 9:45 a.m. If there was no response from the first call, the second call will go out at 5:00 p.m.

Thank you!