



**Is your student going to be absent?**  
**Have an appointment? Arriving late?**  
**Picking up your student early?**

Send an email to:  
**[vvattendance@ashwaubenonk12.org](mailto:vvattendance@ashwaubenonk12.org)**  
to notify the Valley View Office!

*Please be sure to include the student's name in FULL,  
reason for the absence, and teacher name so we  
can make sure to mark the correct student.*

***No need to call if you send an email ~ Thank you!***

