Attendance / Absence List / Substitutions

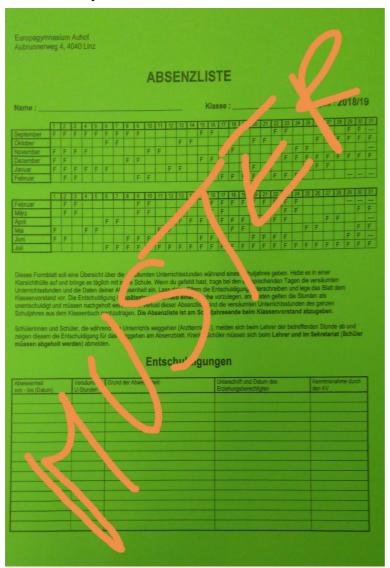
Attendance

School attendance is compulsory. Absences have to be excused by the parent on the green absence sheet provided for every student. In case of longer illnesses (more than 3 days), the school needs to be informed by phone or email. If a student is unexcused for 7 consecutive days, he/she will be deregistered from school without warning. Please bring a doctor's note!

Absence List

At the start of every new school year your child will receive a green "Absenzliste" (absence list) distributed by the respective homeroom teacher. In this list you will have to enter the hours your child is not able to attend school because of illness, doctor's visits etc. You and the homeroom teacher will have to sign it.

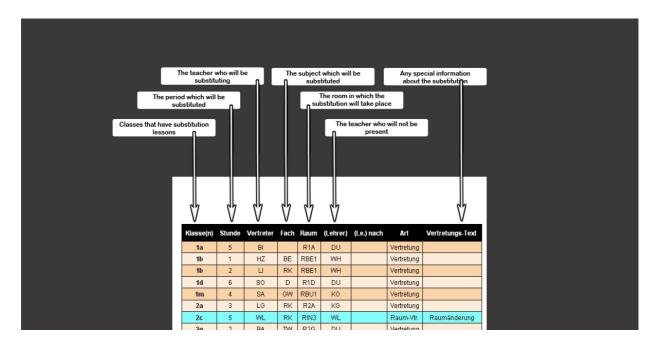
Please note that the absence list is an official school document. At the end of the school year it will have to be returned to the homeroom teacher before marks will be handed out. So please take good care of this document. The days marked with an F on the absence list are school holidays and weekends.



Substitutions

If a teacher is ill or absent the lesson will usually be substituted (1st-5th grade). Information about substitutions can be found on your personalized Web Untis page. If a field is purple, this means that there is a change of subject and/or teacher.

The following information will help you read the substitution schedule:



Abbreviations:

BE (Arts)	Ecls (Economics)	M (Mathematics)
BESP (Physical Education)	ETH (Ethics)	ME (Music)
BSP (Drama)	F (French)	PH (Physics)
BU (Biology) Philosophy)	GW (Geography and Economics)	PUP (Psychology and
CH (Chemistry)	H (History)	RE (Religion, protestant)
D (German)	INF (Computer Sciences)	RK (Religion, catholic)
DLFS (German as a foreign language)	IT (Italian)	SP (Spanish)
E (English)	L (Latin)	TG (Textile Design)
		TW (Technical Design)