



Everett New Tech High

Dear 7th & 8th grade New Tech Parents,

New Tech 7th- 8th, now has its own Absence Reporting line. This is for voicemail messages only. The purpose of this line is for parents/guardians **ONLY** to be able to call in and excuse New Tech 7th & 8th graders.

WHEN to use this phone line: When your student is sick, or will not be attending school for any other reason. The line is open 24/7, but please call before 9:00am on the day of the absence.

WHY we are implementing this phone line: to further protect and ensure the safety of our New Tech 7th & 8th grade students. If no call has been received on the Absence Reporting line by 9:00am, the attendance office will attempt to call home*

HOW to use this line: Call **(517)755-4566**. Leave a brief message stating the following:

- Students first and last name
- The date(s) they were absent
- The reason for their absence
- Your name

QUESTIONS? Call the attendance office at (517)755-4484

Thank you,

New Tech Staff

*Please ensure that your phone information is up to date with the school.