



Thomas Jefferson

MIDDLE SCHOOL

What should I do if my student is going to be absent?

SUBMIT AN ABSENCE REQUEST: On the home page inside the Infinite Campus parent portal, there is a shortcut menu that has 'Absence Requests' as the first option. Click the link and follow the prompts to submit your request for student absences. This can be used for any type of absences including arriving late, leaving early, and future requests.

[Watch Instructional Video Here](#)

If you **did not** use the 'Absence Request' in Infinite Campus, please contact the school before 9:00am using **one** of the following methods:

CALL THE ATTENDANCE LINE: 262-268-6105

EMAIL THE ATTENDANCE LINE: caitlin.joseph@pwssd.k12.wi.us

If TJMS does not receive an absence request, call, or email and the student is marked unverified, the school messenger system will send an automated call and email out to the parent/guardian at 10:25am.

What should I do if my student is going to be late to school?

Parents/Guardians DO NOT need to come into the school with their child. The child should report to the main office to receive a late pass.

What should I do if my student needs to leave during the school day?

The student will sign out in the school office and will wait in the vestibule until the parent/guardian arrives. Parents/Guardians should not come in to the office unless the school is unaware that your student is leaving early. If your student attended a medical/dental appointment, please ask them for an excuse and have your student give it to the office staff.