

Prairie Crossing Elementary School



(765) 884-3000

2758 S. 400 E, Oxford, IN 47971

Prairie Crossing Attendance FAQs

When am I required to notify the school of my child's absence?

Parents/guardians are ALWAYS required to notify the school if their child will be absent from school for any reason. Please call before 9:00 am to notify us of your child's absence.

Who do I call?

Call the PCE office at (765) 884- 3000 24 hours a day. We encourage you to leave a message on the general voicemail if you call before or after school hours.

How many days is my child allowed to miss school?

Students are allowed 5 unexcused days per semester.

When is an absence excused?

As a general rule, unless the child has a doctor excuse, the absence is unexcused.

What if my child has an appointment in the morning or afternoon?

It is expected parents will make every effort for the student to return to school promptly after a morning appointment. For an afternoon appointment, it is expected that the child will attend school in the morning and leave at a later time for an afternoon appointment. It is not generally expected for a student to miss an entire school day for an appointment.

I need to pick up my child for an appointment. What do I do?

Send a note with your student in the morning indicating what time he/she will be picked up. If you forget to send a note and need to call the school, please give as much notice as possible. This creates the least amount of disruption for your student and the classroom. Please avoid arriving at school with little or no notice to pick up your child.

Do I need to come in the building to pick up my child for an appointment?

Yes. All students must be signed out by a parent/guardian or other person who is authorized by the parent/guardian to pick up the child.

My child has a doctor's excuse. What should I do with it?

Have your student give it to their teacher the day he/she returns to school. The teacher will forward it to the office where it will be noted in Harmony.

My child will be late to school. What do I do?

If your child will be late to school for ANY reason, call the PCE office at 765-884-3000 to notify the school of the absence/tardy. This is an unexcused tardy/absence unless a doctor's excuse is turned in to the office staff.

What do I do if my child will miss school for a family vacation?

Send a note to school with your student. He/She should give it to their teacher who will forward it to the office. Please also contact your child's teacher about any anticipated missed work. Your child's teacher will discuss their expectations of make up work with you.