Attendance

The attendance office should be called or emailed promptly any time there is an absence or tardy.
You can call the main number **(831) 422-6391** Press 2 for Main Office and then Press 1 for Attendance. The attendance line is open 7 days a week 24 hours a day.

Or you can email **office@palmaschool.org**

Please leave the following details:

- Your child's first and last name
- Date of absence or tardy
- Reason for absence or tardy
- Guardians first and last name
- Call Back number

If your child is taken to a medical/dental appointment please provide verification of visit and provide it to the office when your child returns.

Thank you and Many Blessings,

Palma School's Main Office