

CTMS Attendance Tracker



Student Name _____

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Attendance Tracker

	Absence	Date	Reason	Note
On Track	1			☐
	2			☐
	3			☐
	4			☐
At Risk	5			☐
	6			☐
	7			☐
	8			☐
Warning	9			☐
	10			☐

Submitting an Absence

Text Your Absence Note

1. Text your school when you know your student will be absent, or respond to the absence text from the school
2. Include the reason for your absence and send a picture of a doctor's note or other documentation.
3. We will text you back if we have any questions, and you will receive a confirmation text that your submission has been received..

Charles Town Middle School Absence Text Line
304-884-0052

This number is for attendance reporting only. For questions about grades, schedules, etc., continue to use Rooms or Canvas.