

# Absenteeism and Illness Policy

Please report all absences to Summit Academy office staff by phone, email, or app. The Summit Academy phone number is 303-438-6985; absences may also be reported by emailing [absence@thesummitacademy.org](mailto:absence@thesummitacademy.org) or by going to [thesummitacademy.org/contact-us](https://thesummitacademy.org/contact-us) and clicking on the “Report an Absence” button. In your message, please leave your child’s name and the reason for the absence. Reasons may be brief: illness, family business, out of town, etc.

Children should remain at home if any of these symptoms have been present in the previous 24 hours.

- Fever over 100 degrees
- Cough or sore throat
- Vomiting
- Exposed rashes with unknown causes

**Please keep emergency contact information up to date so we may contact you when needed.**