

Attendance Procedures for SBHS 2025 - 2026

**Contact Info: (802) 652-7002 to leave a message or email
sbhsattendance@sbschools.net**

Attendance at the High School is tracked closely for both academic and school safety reasons. We appreciate your efforts to keep us informed regarding your student's attendance and are happy to help if you have questions or special circumstances.

PARENTS/GUARDIANS

If your student must miss school and you are excusing the absence:

If your student is going to be out of school, please let us know as early in the day as possible. If we have not heard from a parent or guardian by 10:00 am and your student is marked absent, you may receive a phone call informing you that your student has been marked absent. If we cannot reach you, we will leave a message asking for a call back to clear up the student's absence.. For absences not cleared up by noon, a text will be sent to parents asking them to contact the Attendance Office. Parents will receive an email at the end of each school day detailing any classes where the student was marked absent requesting a parent to call/email Attendance to clear up their students' record. If a student believes they were marked absent by mistake, they should contact the teacher directly to ask that their attendance be corrected. If there was a substitute teacher, the student should come talk to Laurinda Hulce or Ben Majors in the Attendance Office.

If your student is late:

If your student is going to be late for any reason, let us know as early in the day as possible. Specify if their tardiness is excused (eg: medical appointment) or unexcused (overslept). It is helpful to know approximately when to expect your student. **Please remind your student to check-in at the Attendance Office when they arrive at school, not doing so may result in them being marked absent for the day.**

Early/Temporary Dismissals:

SBHS is a closed campus for 9th and 10th graders. Only 11th and 12th graders who have completed and returned a signed Junior/Senior privilege form may leave campus during their lunch or free blocks. If you are picking up your student prior to the end of the school day, please let us know as early in the day as possible so

we will not have to interrupt classes to dismiss [students](#). If it is a last minute dismissal you should email your student directly to alert them that they have an early dismissal and that you have already called or emailed the attendance office with the pick up time. Students should let the attendance office staff know when they are leaving school. The best way to ensure that your student is dismissed on time is to send them with a note that they can bring to the Attendance Office in the morning prior to their first class to get their early dismissal slip. You may also call 802-652-7002 or email sbhsattendance@sbschools.net with early dismissal or temporary dismissal requests by 11:00 AM. If a student has a temporary dismissal, please indicate when we can expect them back at school. **Remind your student to check-in at the Attendance Office when they return to school that day.**

Specialized Transportation Plan: When a student who rides a “specialized bus” (busses 22, 26 and 28) are absent due to illness or otherwise, parents should email Laurinda Hulse (lhulse@sbschools.net) and sbhsattendance@sbschools.net as well as shyatt@sbschools.net and the students special education case manager letting them know that their student is going to be out.

STUDENTS:

If you are sick:

Focus on getting better! Check Schoology and complete assignments, if possible, so you don't fall too far behind. Communicate with your teachers via Schoology, voicemail or email if you need help.

If you are late:

You need to stop in the Attendance Office and sign in before heading to class. If you had an absence excused by a parent, we will give you a pass to class. **If you are late without a legitimate excuse, please sign in before heading to class so we know you have arrived in the building.**

If you need an Early or Temporary Dismissal:

Bring your note or make sure your parent/guardian has called or emailed the Attendance Office in the morning prior to your first class. We will enter your dismissal time in Power School. You are responsible for leaving school on time. You can also pick up an Early Dismissal slip so your teacher knows you have permission to leave class. 9th and 10th graders should sign out in the Attendance Office. If you return to

school after your appointment, be sure to stop by the Attendance Office to sign back in to school. We will give you a pass to class if needed.

STUDENTS AND PARENTS/GUARDIANS -- Planned Absences and Medical Leave

If there are absences that you know about in advance that are for non-school related absences -- like a family trip --please fill out and return the [Planned Absence Form](#) **at least 2 days prior to your absence. To find the form online go to www.sbschools.net and choose South Burlington High School and click on the “Families” tab, then click on Planned Absence Form.** Extra forms are available in the Attendance Office. Filling out the form helps students make arrangements with teachers regarding work that will be missed during the time they are absent. Forms require parent and teacher signatures and must be returned to the Attendance Office for approval by an Administrator as the official documentation for your absence.

If you are going to miss multiple school days for medical reasons we may be able to put in Medical Leave for you which does not affect your attendance record. This requires that documentation from your health professional be sent to the health office. The fax number is 802-652-7591. Faxes should be sent to the attention of Amanda Brown, School Nurse. Once medical leave is verified and approved it will be entered for the days specified by your health professional.

Parents can view their student's attendance record on the PowerSchool Parent Portal. Contact the Attendance Office if there are questions or concerns at (802) 652-7002 or email SBHSattendance@sbschools.net

Thanks for helping to keep our attendance records as accurate and up to date as possible.