



## From the Attendance Office

### Reporting an Absence

**We are unable to accept phone calls as documentation of a student's absence. Upon the student's return to school, a written note from the parent/guardian is required.** The note should contain the student's first and last name, grade, date(s) of absence, reason for the absence and be signed by the parent /guardian. For more information about reporting absences, please refer to the Parent /Student handbook.

### Arriving Late to School

Sign-in at the front office is required as part of the attendance record for all students who arrive late to school. The student should bring a parent's note explaining the reason for arriving late, or a school excuse from a doctor's office.

### Leaving School Early

A parent or guardian must be present to sign out students who leave campus during school hours (unless the student is a driver. Student drivers may sign themselves out with a parental note granting that permission). A parent signature and the reason for leaving are required. Please allow sufficient time for sign-out procedures. We cannot pull students from class past 3:45 p.m. During school hours, students may be released to parents or legal guardians only, unless written authorization is provided. Written permission should include the full name of the person authorized, the student's full name, the date and reason for leaving, and the parent's telephone numbers. Older siblings sent to pick up a student must also have written permission from their parents, even if they are already listed as an emergency contact. A photo ID will be required in both cases.