

REPORTING STUDENT ABSENCES AND EARLY DISMISSALS



REPORTING YOUR STUDENT'S ABSENCE

If your student will be absent from school, please do one of the following **no later than 8:00 a.m.:**

- Call **508.668.0268 / Option 2** to leave a voice message
- Or email attendance@norfolkaggie.org.

You must notify the office each day that your student will be absent and when calling, speak clearly and leave the following information:

- Student's first & last name
- Student's grade
- Reason for absence

DISMISSING YOUR STUDENT EARLY

For dismissals you know about **in advance**, you may **either**:

- Send your student to school with a note indicating the dismissal time and the reason. Notes should be brought to the Main Office window in the morning so the student can receive a dismissal pass with the time on it and will be excused from class at that time.
- **OR** send an **email to** attendance@norfolkaggie.org indicating the dismissal time and reason.

For **day-of** dismissals:

→ **We must have a note in writing from a parent/guardian. Please email your dismissal note to** attendance@norfolkaggie.org **and indicate the dismissal time and reason.**

→ Students may only be released to authorized persons listed in PowerSchool.

Students may not dismiss themselves even if they are eighteen years of age.

Please note: Do not park in the bus loop between 7:am -7:50am and 1:50pm - 2:30pm as it may interfere with bus arrival and departure. You may park in the parking lot by the service entrance behind the Admin Building. Thank you!