

Important
Information About
Your Child's
Attendance



DO YOU WANT TO MAKE YOUR LIFE EASIER and LESS STRESSFUL??? Follow these instructions for student attendance and things will move along much more quickly for you and your student!



My student is/will be late to class and I want to excuse him/her...	Just send a note with your student when they come to school. He/she simply drops the note off at the attendance office and gets a pass to class as applicable.
My student has an appointment and needs to leave or be picked up early...	Again, just send a note with your student when they come to school. He/she drops the note off at the attendance office and the secretary will prepare an off-campus pass that will be ready in time for them to leave campus.
My student is sick and needs to go home...	Sick students need to go to the health room to see the nurse! If your student calls or texts you from class saying they need to go home sick, please re-direct them to the nurse. The nurse will call you if they need to go home, and will even write up their off-campus pass to leave or be picked up.
I received a phone call saying my student was tardy or absent, but my student says he/she was present...	Have your student go to the attendance office, where they will receive a print-out of that absence. The student will then take the print-out to their teacher for correction, if it was in error. Return the corrected print-out to the attendance office for update in the system.



When sending a note with your student, be sure to include the following information: Student name, Student ID number (if known), Parent/Guardian Name & Signature, and contact number in case the attendance office has questions.