

ATTENDANCE PROCEDURES

Absences

All students returning from an all day absence must present a written note signed by the parent to the attendance office explaining the reason and date of the absence. For absences longer than 3 days, a doctor's note is required.

A student is not allowed to leave campus until a parent/guardian shows a picture I.D. and signs the student out. When returning to campus during a school day, a student needs to sign in at the attendance office. If you would like to expedite the sign out procedure as you have a scheduled appointment off campus, your student can bring a signed parent note to the front office before school. A pass will be written for your student to be in the front office at that prescribed time.



Deliveries

The school will not interrupt the classroom for deliveries of any kind. Items such as lunches, homework/projects, permission slips, books, etc. will be placed on the cart in the front office. Students may stop by the front office between classes or during lunch to pick up their items.

Visitors

Visitors on campus need to sign in at the front office and wear a visitor's badge while on campus.

If you have any questions regarding attendance, please call the attendance office (Ms. Mims) at 210-397-6308.