

REPORTING OF STUDENT ABSENCES:

When students are absent for the entire day or a portion of the school day, parents are asked to send a **signed legible note** with their student (upon their return to school) to deliver to the Welcome Center/Attendance Office or Main Office with the following information provided:

- Student First and Last Name
- Student ID#,
- Date of Absence,
- Reason for Absence,
- Signature of Parent/Guardian.

Once the written “excuse” from the Parent/Legal Guardian is received with ALL of the information listed above provided, the reason for the absence will be entered into the student’s attendance record.

STUDENT CONTACT AND RELEASE PROCEDURE

To have a student RELEASED during the school day, the parent/guardian MUST either send a signed note* with the student to be delivered to the Welcome Center/Attendance Office or Main Office **before the start of the school day** with the student’s name, reason, date and time of requested departure from school written on it **OR**

the parent/legal guardian or individual listed under Emergency Contacts on the Enrollment Form, MUST come inside the building through door #2 (South East Auditorium Entrance) and report to the Main Office or Welcome Center to sign the student out of school.

The parent/guardian MUST complete a ***Student Release/Contact Request Form*** with the following information provided:

- Students’ Name
- Student’s Birthdate
- Student’s Home Phone Number
- Home address
- Reason for the Request (Contact or Release)
- Parent/Guardian (*or individual listed as Emergency Contacts*) name and relation to the student
- Parent/Guardian signature

Once the information is verified by the secretary via the student’s record and checking of ID, the request will be processed.

*If a signed note is delivered to the Office before the start of the school day the student will then be issued a **Permit to Leave** which they will present to their teacher at the time they are to leave the building and the teacher will then release the student. If the student returns while school is still in session, they will bring the **Permit to Leave** to the Office where it will be signed so that the student is not marked tardy during that period.

ONLY the parents/legal guardians and others which they list as Emergency Contacts on the Student Enrollment Form are authorized to have a student released or have contact with their student during the school day. Individuals whose names do not appear on the Student Enrollment Form will NOT be allowed to have contact with the student (this includes messages and deliveries) nor will they be allowed to have the student released to them. **Unless prior written notification from the Parent/Guardian is received NO students are released after 2:25 p.m.**