

## Senior High Attendance Procedure

**ATTENDANCE OFFICE:** 967-6450-automated phone system records messages 24 hours a day

Students are to sign in/out at the Attendance Office for all early dismissals or late arrivals. It is not necessary for parents to come into the building if prior notification has been given to the Attendance Office.

**ABSENCES:** Contact the Attendance Office by 10:00 AM regarding student's absence-per Student Handbook.

**EARY DISMISSALS:** Contact the Attendance Office by phone or note regarding student's need to leave school early. Notes should be submitted prior to the start of the school day. Calls should be made as early as possible, as students will be paged during passing times to pick up early dismissals. This allows minimal disruption to instructional learning.

**LATE ARRIVALS:** Prior parental notification or a parental note upon arrival to school is required to excuse a student who is late.

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## Senior High Bus Pass/Note Procedure

Parental permission is required for any change in the assigned bus route. Notes should be submitted to the High School Administrative Office before 12:00 PM. Notes should include the following information:

- \*First and last name of student and parent requesting the change
- \*First and last name of student he/she will be riding with **OR** bus number and drop-off location
- \*Date
- \*Signature