



ATTENDANCE PROCEDURES

Be Here.
Be On Time.
Be Successful!



Things Parents & Students Need to Remember

1

SCHOOL STARTS: 8:40 A.M.



Students must be in class by 8:40 a.m.

- Arriving after 8:40 a.m. = Tardy
- 30+ minutes late = POD30 (Part-of-Day Attendance Violation)

2

OFFICIAL ATTENDANCE TIME:

10:20 A.M.

Students must be on campus at 10:20 a.m. to be counted as present for the school day.



3

REGULAR DISMISSAL: 3:30 P.M.

- Students may not be released after 3:30 p.m.
- Dismissal starts promptly at 4:00 p.m.



4

WEDNESDAY PLC DISMISSAL:

2:15 P.M.

- Students may not be released after 2:15 p.m.
- Dismissal starts promptly at 2:45 p.m.



5

EARLY LEAVES

Students picked up before the scheduled dismissal time will be recorded as an "Early Leave", which is a Part-of-Day Attendance Violation.



6

EXCUSE NOTES



- Absence excuse notes must be submitted within 3 days of the student returning to school.

7

PARENT EXCUSE NOTES



10
PER YEAR

Only 10 parent excuse notes will be allowed per year, unless there are extenuating circumstances.

8

DOCTOR/CLINIC/NURSE EXCUSE NOTES



10
PER YEAR

Only 10 doctor/clinic/nurse excuse notes will be allowed per year. Additional medical excuses require a documented medical need from the student's doctor and verification by the school nurse.



Please help us ensure your student arrives on time, stays on campus for the required attendance time, and follows all dismissal procedures.

Thank you
for partnering with us
to support student
attendance and success!