

# ATTENDANCE PROCEDURES & GUIDELINES

**Students are allowed up to 9 unexcused absences in a semester.**

- Please forward any notes for excused absences such as doctor/dentist appointments, medical procedures, etc. to the Front Office or email to [thomas.karen@brevardschools.org](mailto:thomas.karen@brevardschools.org). Missed school days or checking out a student for any other reason is unexcused.
- If you know your student will be absent for any reason, please call the front office at **321-773-7581 ext. 31601** to let us know, so that we can indicate the absence in your student's Focus account. Automated phone calls and emails are sent to the parents/guardians if students are absent (without notification) and if there are excessive absences.
- If your student arrives to campus after 9:30 am, please come with your student to the Front Office to check-in. Your student is considered tardy or absent without a doctor/dentist note.
- Please confirm that we have your most up-to-date cell/work phone contact information and email address. Thank you.