DeLaura Middle School Attendance Procedures/Guidelines and Student Check-Out Policy

🕘 Attendance Matters at DeLaura Middle School!

We want to share important information about attendance and student check-out procedures to support your child's success and safety.

Attendance Matters

Consistent attendance is one of the strongest predictors of academic achievement. When students are present every day, they stay engaged, connected, and ready to learn.

Please help us by ensuring your child attends school daily—unless they are ill or have a documented excused absence.

📧 Submitting Excused Absence Notes

Doctor, dentist, or court notes should be: Dropped off at the **front office** or emailed to: **thomas.karen@brevardschools.org**

📞 Reporting an Absence

If your student will be absent for any reason, please call the **front office at 321-773-7581 ext. 31601** to notify us and ensure the absence is recorded in Focus.

📣 *Automated phone calls and emails are sent if absences are unverified or if there are excessive absences.*

Be On Time, Every Time

Arriving on time helps students start the day focused and ready to learn. If your student arrives **after 9:30 AM**, please check them in at the front office. Without a **doctor or dentist note**, this will be recorded as a **tardy**.

Student Check-Out Procedures

To ensure your child's safety during dismissal, please observe the following guidelines:

🕓 Latest Check-Out Times:

Monday–Thursday: No check-outs after **3:45 PM**
Fridays (Early Release): No check-outs after **2:45 PM**

📸 **Photo ID is required** for all student check-outs.

📞 **Permission & Contact Guidelines**

✔ **Custodial parents/guardians must call in advance** to give permission for anyone on the student's contact list to check out their child.

📞 Call the front office at **321-773-7581 ext. 31601** to provide permission.

✔ **Contacts listed are for emergency use only.**

This means those listed may only check out your student **in an emergency**, when custodial parents or legal guardians cannot be reached.
Doctor appointments and non-emergency situations do not qualify.

📲 Keep Your Contact Information Current

Please ensure we have your most up-to-date cell phone, work phone numbers, and email address on file so we can reach you promptly when needed.

We appreciate your partnership in creating a safe, positive, and productive school year for all Scotties!

Front Office Customer Service Hours
Monday - Thursday 8:30a - 4:30p
Friday 8:30a - 3:30p