

2026-2027 ATTENDANCE PROCEDURES & GUIDELINES

Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career.

- Please forward any notes for excused absences such as doctor/dentist appointments, medical procedures, court appearances, etc. to the Front Office or email to Michelle Thompson at Thompson.Michelle@Brevardschools.org. Missed school days or checking out a student for any other reason is considered unexcused. If your student missed school due to illness and does not have a doctor's note please email or turn in a sick note written by the parent/guardian. Students are allowed up to 10 excused parent/guardian sick notes per school year.
- If you know your student will be absent for any reason, please call the front office at 321-727-1611 ext. 32001 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 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, etc.
- For the safety and well-being of your student, a parent must call the Front Office IN ADVANCE if anyone on the Emergency Contact list is checking out a student. Anyone not on the Emergency Contact list cannot check out a student. Anyone checking out a student must show Photo ID, including parents.
- Please confirm that we have your most up-to-date cell/work phone contact information and email address.
- If you need any support with your student's attendance you may contact the school counselor at 321-727-1611; extension 32023 for assistance.