AFJH ATTENDANCE

Attendance Secretary: Audra Plucker
Email: afjhattendance@alpinedistrict.org
Phone: (385) 579-6510

Policy - Students are expected to be in attendance and participate every day of the school year in order to receive maximum benefit from their educational opportunities. Once they arrive on school property, they become the responsibility of the school. If they leave campus for any reason, they need to be excused through the attendance office. (**See the check-out procedure below).**

Absence from school - Students who are absent for any reason, should have a parent or guardian report the absence within one week using one of the following methods:
1) Excuse FULL DAY attendance in your parent Q.
2) Email afjhattendance@alpinedistrict.org
3) Call (385) 579-6510
4) Get a doctor's note and bring it to the attendance office.
*Please allow one business day for attendance to be entered into Q.

Check-in late - Students who arrive late to school should report immediately to the attendance or tardy office to receive a check-in-slip. To excuse the late entry, you must have one of the following:
1) Dated note signed by a parent stating the time you arrived at school
2) Doctor's note from an appointment
3) Email afjhattendance@alpinedistrict.org
4) Parent present, if no note is sent
5) Have a parent call the attendance office

Check-out - If a student needs to leave school during school hours, **he/she must check out at the attendance office.** Please plan ahead for checkout(s).
The following procedure should be followed:

- Only a parent, guardian, or others on the approved emergency contact list (located in Q) may check out a student.
- Qualified person **MUST come to the attendance office window** and present a photo ID to check the student out.
- Students who leave school without checking out will be marked absent or truant.
- Students who return to school the same day need to check back in at the attendance office before returning to class.