

## **THE ABC'S OF ATTENDANCE for Junior High and High School**

**A**lways report your student's absence to the office. Either call the office before school starts each day your student is out **or** send a note with your student to be turned into the office **before** school starts on the day he/she returns to school. If your student returns to class without clearing an absence and is called out of class to call home to clear it, they will receive a demerit.

**B**e sure to have your student get a purple vacation slip any time they will be missing school for a trip, college visit, church camp, DMV appointment, etc. The purple vacation slip needs to be signed by all your student's teachers. This gives them an opportunity to know the days (or periods) that the student will be missing and gives them time to give the student whatever homework assignments/worksheets they will need to finish during the time away from school. In order to get a purple vacation slip the student must bring a note from their parent/host family to the Attendance Clerk stating where they are going and the date(s) they will be missing school. The student then needs to have all their teachers sign the slip and it must be returned to the Attendance Office two days before the planned absence in order for the absence to be excused.

\* Usually, the international students go home for the Christmas holidays. If they plan to miss at least one week of regular school days, either before or after the break, the note for the vacation slip should be turned into office at least one week **BEFORE** the student leaves. Also, be aware that students can miss **NO** more than 10 days per semester in order to get credit for their classes. Keep that in mind when planning trips, students often return from these trips with jet lag, or are sick and sometimes their flights are delayed. It might help to extend their dates off school by one day to allow for travel changes or illness.

**C**ome to the office either to sign in when arriving late or to sign out if leaving early. If your student has a medical appointment (doctor, dentist, eye, ortho, counseling) and needs to leave school early, send a note with your student to bring to the office **before** school. The student then receives a pass to leave class at the specified time and after signing out in the office, may meet their ride in the parking lot.

If you schedule an appointment after school begins for the day - call the Attendance office as soon as possible. We will send your student a note to be released from class when you need them. After signing out in the office they can be waiting for you at the pick up area when you arrive at school. This *will save you time* waiting for them to be called out of class and also help us *by not having to interrupt the classroom* to call them out at the last minute.

Junior High/High School Attendance Office      619-201-8800

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