Attendance Office – IMPORTANT INFORMATION!

Parents: Please read and post for future reference

You are required to sign the Attendance Notification form following this information and turn it in at Schedule Pick-up.

1) If your student will be **absent all day**: Call the 24-Hour Attendance Line at 971-7972.
   Leave the following information:
   a. Your name
   b. Your student’s name – spell the first and last name
   c. Your student’s ID number
   d. The date and reason for the absence.
   e. Please **SPEAK SLOWLY and CLEARLY**.

2) For **Early Dismissals or Tardies**: Call 971-7459. This number is **NOT** for all-day absences. If a student is more than 30 minutes late for their first period class, you must call this line before the student arrives. Alternatively, you may send a note with the student.

3) Any student leaving campus without an Early Dismissal from the Attendance Office will be marked as a cut. The Early Dismissal **must be taken care of before the student leaves campus**. Parents cannot dismiss after the student has left campus for any reason. This is an Off-Campus cut.

4) When you receive a phone call stating that your student has missed a class period, direct your student to go to the Attendance Office to request an attendance print out the next day. Your student will take the print out to the teacher who recorded the absence. After the teacher signs off, your student is to return the print out to Attendance to get absence corrected.

5) **You have ONLY FIVE DAYS to clear absences**. To prevent accidental cuts, check Zangle weekly to make sure you have cleared all full day absences for the week and/or that your student has cleared single period absences following the process outlined in #4 above.

6) Get your personal Zangle access code (if you do not have it already) from the Counseling Office so you can keep track of your student’s grades and attendance.

Debbie Wulfert
Senior Records and Reports Clerk
Attendance Office – 971-7459