

# Service High School Attendance Procedures

Attendance is taken each class period.

An automated phone call/email will be sent to the parent of any student with an unexcused absence.

Students are allowed a maximum of 15 absences per semester. Additional absences may result in withdraw/fail for nonattendance.

Unexcused absences may result in disciplinary action.

Blue passes or admit slips are available from Attendance office (lower G) or Student Services (lower D).

See student handbook for complete attendance policy information.

## WHAT TO DO WHEN...

Your student will be absent the entire day:

- Call the automated line, **566-8100**, and identify yourself.
- Please leave first and last name (include spelling) and student ID number.
- Call in by 10:00am.



Your student will be late:

- **Late arriving students should have an excuse note from parents.**
- If student arrives at school before 7:45am send him/her directly to class with a note.
- If a student is arriving after 7:45am he/she goes directly to the Attendance office (lower G) or Student Services office (lower D) with a note.
- If a student does not have a note or admit slip with him/her in the hallway, a detention will be issued.

Your student needs to leave school during school hours:

- **Write a note for your student to take to the attendance office or student services** in the morning on the day he/she needs to leave. A blue pass will be issued and your student will be able to leave his/her class at the appointed time.
- If student does not get a blue pass, the absence will be unexcused.

You receive a call or email:

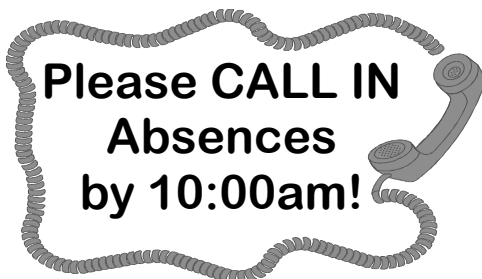
- If your student has been absent with your permission and you did not call the school, the best solution is to send a note to school with your student the next morning. He/she should bring this note to the attendance office upon arriving at school. The attendance secretary can then change the unexcused absence to an excused absence on the computer and print out a corrected attendance record for your student to take to each of his/her teachers.
- If you receive the call or email and your student says he/she was in class, please call **742-8102** and the attendance secretary will contact to the teacher regarding the absence. Errors will be corrected by the attendance office. If the student was not present in class, you will be contacted.
- **Deadline for ALL corrections is one week's time.**

Your student becomes ill at school:

- He/She should go to the nurse's office and the nurse will contact you.

You want to arrange an absence for vacation or trip:

- Get a prearranged absence form from the office.
- Prearranged absences **do count** towards the 15 total allowed per semester.



**If your student leaves school without a blue pass, he/she will not be excused! Please be sure he/she is excused before leaving the building.**

## IMPORTANT ATTENDANCE PHONE NUMBERS

Automated line to excuse students for the entire day.....566-8100  
To speak with the Attendance Secretary.....742-8102  
To excuse from KCC.....742-8900