

PLEASE KEEP



## Attendance Information

### EARLY RELEASES (BLUE SLIP)

- ◆ Please send a NOTE with your student stating the reason they are leaving, the time they should be let out of class, a phone number where you can be reached and your signature (and relationship to student). Your student will be handed their "Blue Slip" release at that time and they will be ready to go. Your student should come to the office before school, at break or lunch so they have this slip in hand PRIOR to their leave time.
- ◆ If you CALL and leave a voice mail—Please be aware that you need to call at least 2 hours prior to the release time. ALSO your student will need to COME TO THE ATTENDANCE OFFICE to pick up their "Blue Slip".
- ◆ If you walk in to get your student released—please be aware depending on your child's schedule, you may have up to a 30 minute wait. Students cannot be released from their PE class.

It is the student's responsibility to make sure absences are cleared with teachers and with the Attendance Office. Absences must be cleared within FIVE days. If not, they automatically become unexcused absences. Handwritten notes or a phone call from the parent or guardian are required to clear all absences. When a student returns to school after an absence, notes must be presented at the Attendance Office.

Parents will be notified of absences with our Autodialer System. The call is placed on the day of the absence.

The following categories of absence will be applied:

1. **(I)** Excused absence due to illness, medical, or dental appointment. This is the only category for which the student can make up missed work.
2. **(E)** Excused absence for personal reasons: Court Appearances, Funeral/Death in family, Family emergency (situation needs to be stated). Citizenship will not be penalized for these reasons. Teachers will provide an opportunity for the student to make up missed work.
3. **(U)** Unexcused absence with the knowledge of parents but for reasons not approved by the district. The responsibility for the make-up of missed work, if granted by the teacher, rests entirely with the student. Unexcused absences include: family vacations, car problems, waking up late, traffic, dropping off siblings, missed the school or city bus, etc.
4. **(Z)** TRUANT is an absence not approved by the parents or the school. Teachers may require work to be made up but need not grant student requests for permission to make up work. Other penalties may be imposed for truancy and citizenship may be affected.

\* PLEASE be aware NOT EVERY REASON is considered excused—contact the Attendance office if you have a question.

\*\* Absolutely no student is to be off campus without signing out of school at the Attendance or nurse's Office via a blue slip form. You will be considered Truant.

### Excessive Absences Due to Illness

As stated in the district's Administrative Procedure 6150 and as recommended by the District Medical Consultant, if a student misses any five school days in a four-week period due to illness, a written verification of illness must be provided by a doctor or dentist. If the student has an underlying health condition, the nurse needs to be notified to assist the parent with meeting the student's needs at school.

**Dropped Off Items:** Items can be dropped off in the front office for students, but are the student's responsibility to pick up. We do not interrupt instructional time to deliver forgotten items or items left by parents.

Attendance office 619-286-7700 x 2212 or x 2213 (Bilingual) or x 2245

Welcome to Patrick Henry High School