



Northridge High School Attendance & Citizenship Policies

Clearing Absences:

There are **4 ways** to clear an absence:

1. **MyDSD Guardian account.** Select your student - Click on the Academic tab at the top and then click on Attendance. If your student was marked absent in any class it will show up under attendance marks. If it is within 3 school days you can clear the absence yourselves.
2. **E-mail** NHSATTENDANCE@DSDMAIL.NET or responding to an automated email.
3. Send your student with a **hand-written note** with the guardian signature and phone number.
4. **Call the attendance office directly** at 801-402-8506.

****Per District & NHS policy you have three (3) school days to clear an absence.****

Student Check Out:

There are **3 ways** to check out your student:

1. **Come** into the attendance office with **picture identification**.
2. **Call** into the office at 801-402-8506.
3. Send your student with a **signed note** include the **date** and **time** to be checked out.

NOTE: Students will only be **released to an approved person** on the student's individual demographic information form. Picture identification will also be required.

****Students are not allowed to check out ("self-check out") without guardian contact.****

Citizenship (U's):

All Unsatisfactory (U) Citizenship credits will need to be made up prior to graduation. **Citizenship requirements begin to accumulate in 9th grade (Freshman)** through 12th grade (Senior) years. Generally, on a fourth tardy, teachers will be giving a "U" Citizenship grade which will be required to be made up prior to graduation. Each teacher will disclose the tardy policy for their class.

Detailed Attendance & Citizenship Policies can be found on the Northridge High School website nhs.davis.k12.ut.us under School Information – Policies/Handbook.