

## ATTENDANCE FAQ

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

### **1. What documentation does my student need for a medical absence?**

A note from the physician should be submitted for any medical absences within 3 days of the absence.

### **2. What documentation does my student need for an absence not treated by a physician?**

A note from the parent explaining the reason for absence should be submitted within 3 days of the absence.

### **3. What does my student do if they are late to school?**

Students must always check in (or out) at the Attendance Office/Reception desk - whether or not they have a note.

### **4. How do I check my student out from school?**

A parent or guardian must come in to the attendance office/reception desk and sign your student out. **ONLY AT FHS**-Send a note with your student so they can sign out in Attendance and get a pass to leave

### **5. Do I have to come inside to check my student out?**

Yes, a parent or guardian must come inside the school to check a student out.

### **6. Can I give permission for my student to leave if they do not feel well?**

No, always send your student to the nurse. The nurse will contact you for permission to allow your student to leave.

### **7. Do I need to call the school if my student will be absent?**

No need to call unless it is an extended absence. Please send a note with your student upon returning to school.

**8. What should I do if my student is marked absent in a class period but they were actually present?**

Your student needs to talk to the teacher that marked them absent about making a correction. Only the teacher can make this correction, the Attendance Office cannot make changes without permission in writing from the teacher.

**9. What is the latest time that a student can be picked up from school?**

Each campus has a set time for final pickup. Contact the campus for the time.

**10. How can my student obtain a Verification of Enrollment for their driver's license?**

**ONLY AT FHS** -Your student can come to the Attendance Office to sign up for a VOE.

VOE's are usually ready the same day for the student to pick up.

**11. My student is visiting a college campus - is that excused?**

**ONLY AT FHS** -Juniors and Seniors are allowed two college days. College day forms are available in the Attendance Office and should be filled out before college visits take place. Documentation from the college is also required.

**12. How many final exemptions do students get?**

**ONLY AT FHS** -Standard Exemptions (for Attendance and Grades)

Freshmen - 0

Sophomores - 1

Juniors - 2

Seniors - 3

**13. What absences count toward final exemptions?**

**ONLY AT FHS** -ALL absences count toward final exemptions except school business, medical and college days for juniors and seniors.