

Only Parents/Legal Guardians may submit a request to verify students' absences or an early leave request. (Email must come from the email address provided to the school from parents/guardians)

To Verify Absences:

Option 1: Parents/Guardians, please email attendance@ghctk12.com with the student's full name, ID #, dates, and reason for absences. If different reasons, please specify the dates for each of the reasons.

Option 2: Students may bring a written note from parents/guardians stating the student's full name, ID #, dates, and reason for absences and drop it off at the attendance office. If different reasons, please specify the dates for each of the reasons.

Note: Period absences in the middle of the day or absences believed to be an error, students need to address the error with the teachers for corrections.

For Early Leave Request:

Option 1 – Write a note for your student with name, ID number, birth date, time to be dismissed and reason for leaving early (i.e., doctor or dental appointment, personal, religious reason, etc.) and have the student bring it to the Attendance Office before nutrition, but preferably before school starts, and the student may return to the Attendance Office at nutrition or lunch to pick up the early leave pass.

Option 2 – You may send an email to attendance@ghctk12.com before 10:00 am with the student's name, ID number, birth date, time to be dismissed and reason for leaving early (i.e., doctor or dental appointment, personal, religious reason, etc.) and the student may pick up their early leave pass from the Attendance Office at nutrition or lunch. If the student is unaware of the early leave, please indicate that in the email.

For both option 1 and option 2, the student will show the early leave pass to the teacher at the appropriate time and will then be able to exit the campus through the Main Office building on the Kingsbury Street side of campus.

Option 3 – Come to the entrance of the Main Office building on the Kingsbury side of campus to fill out a request form for your student and the student will be summoned from the class to meet you at the front desk. This option can sometimes take 15-20 minutes so please allow for this in your schedule.

Returning from an Early Leave:

Students returning from an early leave must check-in at the main entrance and then report to room A5 with the Early Leave Pass.

- Students returning during class time must provide document from their appointment (medical/dental note, DMV appointment note, court document, etc...) to be sent directly to class.
- Students returning without documentation or for personal reasons are considered tardy and will remain in room A5 for the period.

NOTE: Unscheduled pick-up requests cannot be accommodated at the front desk between 2:45 p.m. and 3:20 p.m. During that time, our staff is preparing for dismissal duties. Early leaves during that time will need to be submitted to the Attendance Office using option 1 or 2 above. Also, please keep in mind that students are not permitted to leave campus during the gap period on Tuesdays.