

FHS ATTENDANCE FREQUENTLY ASKED QUESTIONS

1. How do I check my student out at FHS?

Option A: Send a note with your student, email attendance (attend.fhs@fisdk12.net) or call the attendance office. The student will need to pick up their pass in the attendance office to show their teacher when it is time for them to leave.

Option B: Come in to the front receptionist at FHS and sign your student out. (Option A is the fastest and easiest)

2. Do I have to come inside to check my student out?

Not if you use Option A above, your student can meet you outside or drive themselves.

3. Can I give permission for my student to leave if they are ill?

Please send the student to the nurses' office. The nurse will contact you for permission to allow the student to leave.

4. What does my student do if they are late for school?

Students must ALWAYS check in (or out) with the front or back attendance clerks, whether they have an excuse note or not.

5. Do I need to call FHS if my student will be absent?

No need to call unless it is an extended absence. Please send a note or email upon their return to school.

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

Your student needs to talk to the teacher that marked them absent about making a correction. Attendance cannot make the correction without that information in writing from a teacher.

7. How can my student obtain a Verification of Enrollment (VOE) for DPS?

Your student can come to the attendance office to sign up for a VOE. Completed VOEs are usually ready the same day for the student to pick up.

8. My student is visiting a college campus, is that excused?

Juniors and seniors are allowed two college days per school year. College visit forms are available in the attendance office and should be filled out prior to the absence. Documentation from the college is also required.