

**CHS
ATTENDANCE
EXPECTATIONS**



STUDENT NEEDS TO CHECK OUT EARLY/MISS A PORTION OF THE DAY:

Parent writes note with student's first and last name, date, time for checkout, reason, parent phone number and signature.

Note: Last checkout is 3:00pm.

Upon arrival at school student brings the note to the front office. Or parent may email attendance office up to an hour before checkout. Student will be given/delivered check-out pass.

At time of check-out student reports to attendance office to check out at the kiosk. Student is free to leave.

Student checks in at attendance office if returning to school the same day

Note: Only five check-outs per semester without medical documentation

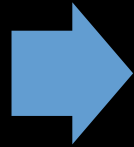
STUDENT IS LATE:

1. Student checks in at the attendance kiosk. This step must be completed even if the student does not have a note or is in between classes.

2. Students with notes put them in the attendance office collection basket.



Student
was out
sick:



When student returns to school, student delivers a doctor's note or a note written by parent with the student's first and last name, days that were missed, and reason for absence to the attendance office collection basket.



PRE-APPROVED ABSENCE (COLLEGE VISIT, FAMILY SPECIAL EVENT, SPORT TRAVEL, ETC.):

1. Student will pick up PA form from the attendance office. Student will take the PA form to all teachers to obtain signatures for Pre-Approval.

2. Student will return completed PA form with attached parent note which includes student name, student ID, parent contact information, reasons and dates for absences, and parent signature to the attendance office.

3. Assistant Principals review and approve.

4. Attendance is updated



Student becomes ill while at school:



Students must be seen at the clinic and then check out at the attendance kiosk in the clinic.



Students who arrive late to school must ALWAYS check-in at the attendance office immediately upon arrival



Students who leave early from school must ALWAYS check-out at the attendance office before leaving campus



Failure to check-in/check-out through attendance will result in disciplinary consequences



VIRTUAL CLASSES AND LEAVING CAMPUS

- Students with a virtual course surrounded by an on campus class will remain on campus.

REMAIN ON CAMPUS

GSE Pre-Calculus
8:20 AM - 9:14 AM
Room: 1139
LITTLE, ANDREA K

GAVS AP Gvt/Compar
9:19 AM - 10:13 AM
Room: 0000
COURSEWARE, ONLINE
Start: 1/11/2023

Financial Lit
10:53 AM - 11:47 AM
Room: 2618
PAULUS, VONDA W

MAY LEAVE AFTER PRE-CALC

World Lit/Comp
10:53 AM - 11:47 AM
Room: 2136
PATEL / BERCHER

GSE Pre-Calculus
9:19 AM - 10:13 AM
Room: 1142
KRISHNA , ANU V

**Senior Course Reduction
S2**
2:35 PM - 3:30 PM
Room: Media Cntr
GARCIA, SAMIAH

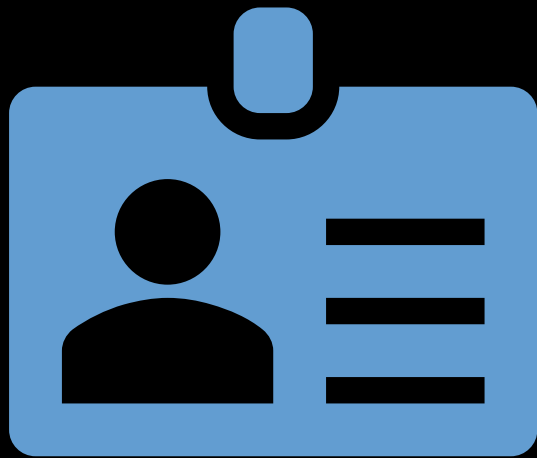
MAY REPORT FOR PRE-CALC

FVS Virtual Lab - Period 1
8:20 AM - 9:14 AM
Room: 2107
Strickland, Johnathan
Robert
Start: 1/4/2023

GSE Pre-Calculus
9:19 AM - 10:13 AM
Room: 1142
KRISHNA , ANU V

NO CHECK-IN
REQUIRED

NO CHECK-OUT
REQUIRED



STUDENT ID'S

- STUDENTS MUST HAVE THEIR SCHOOL ID'S ON THEM AT ALL TIMES, WITH LUNCH STICKER
- IF YOU NEED A NEW ID STOP BY THE FRONT OFFICE