



HIGH SCHOOL ATTENDANCE
LATENESS TO SCHOOL

Students who arrive late to school must sign in at the Security Office as soon as they arrive. To excuse the lateness, students must submit this completed form to the Attendance Office the same day or within 48 hours.

As in any case of absence, the law requires a note from the parent or guardian explaining the lateness. The note MUST contain the time the student should be arriving at school. If a class is missed because of an invalid excuse, it will be considered an unexcused absence. The school may verify the note by telephoning the parent or guardian.

Driving privileges for seniors are contingent upon regular and timely arrival to school. Parking permits for seniors can be suspended if lateness to school is excessive.

The lateness note needs to include the following and be submitted to the Attendance Office:

Student's name/grade _____

Today's date _____

Specific reason for the lateness _____

Signature of parent or guardian _____

Print name of parent or guardian _____

Telephone # and email where parent or guardian can be reached for notification
