

# Hollis Brookline High School

## Absence, Tardy & Dismissal Information

PLEASE REVIEW BOTH PAGES OF THIS DOCUMENT

### **\*NEW Back Lobby Entrance - Fall 2024\***

A new Back Lobby Entrance with secure doors and an office has been added to enhance the safety and security of our students and staff. This entrance/exit is designed for **student** use for arrival and departure.

Students can now obtain a Tardy or Dismissal Slip at the Main Office OR the Back Lobby Office in addition to signing out at each location.

**\*All Parents & Guests should use the Main Entrance unless otherwise directed.\***

### **Reporting an ABSENCE**

If your student will be *ABSENT* from school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date of Absence
3. Reason

### **Reporting a TARDY**

If your student will be *TARDY (late)* to school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date of Tardy
3. Reason

Students may also provide an **Excused Note** from their parent, guardian, or medical provider upon arrival.

### **Reporting a DISMISSAL**

If your student will be *DISMISSED* from school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date & Time of Dismissal
3. Reason

Send your student into school with a **NOTE** *signed* by a parent/guardian and include the following information:

1. Student **FIRST & LAST** Name
2. Date & Time of Dismissal
3. Reason

**Dismissal Process:** All students being dismissed should stop by the Main Office or Back Lobby Office to receive a **DISMISSAL SLIP** *earlier in the day* to be released from class. If your student does not obtain an approved dismissal slip *there will be a delay* in being released. Students should show their teacher their dismissal slip at the beginning of the respective dismissal period to make them aware of their anticipated departure.

Once released from class with their dismissal slip:

- **Student Drivers** should *sign out* at either the Main Office or Back Lobby and proceed to their vehicles.
- Students being **picked up** should *sign out* and exit the building through the **Main Office**.
- Parents/Guardians do not need to come into the school to sign the student out as long as the above steps are taken.

\*If you do not provide advance notice of dismissal and arrive at the school to pick up your student - **you must use the Main Entrance**.

### **IMPORTANT NOTES**

1. If able – please report all attendance updates **prior** to the start of the school day.
2. If you are unable to send an email to report an attendance update call **603-821-4477 and Select Option 1 for Attendance**. Please speak clearly and leave your name, your student's **First & Last Name**, the date and the attendance update for your student.
3. Reporting an Absence, Tardy or Dismissal to the attendance email or voicemail is for *Attendance Purposes Only*. **Any other requests, notes, etc. should be directed accordingly to the appropriate person by either the student or parent.**
4. All attendance updates must be submitted by a **Parent or Guardian**.