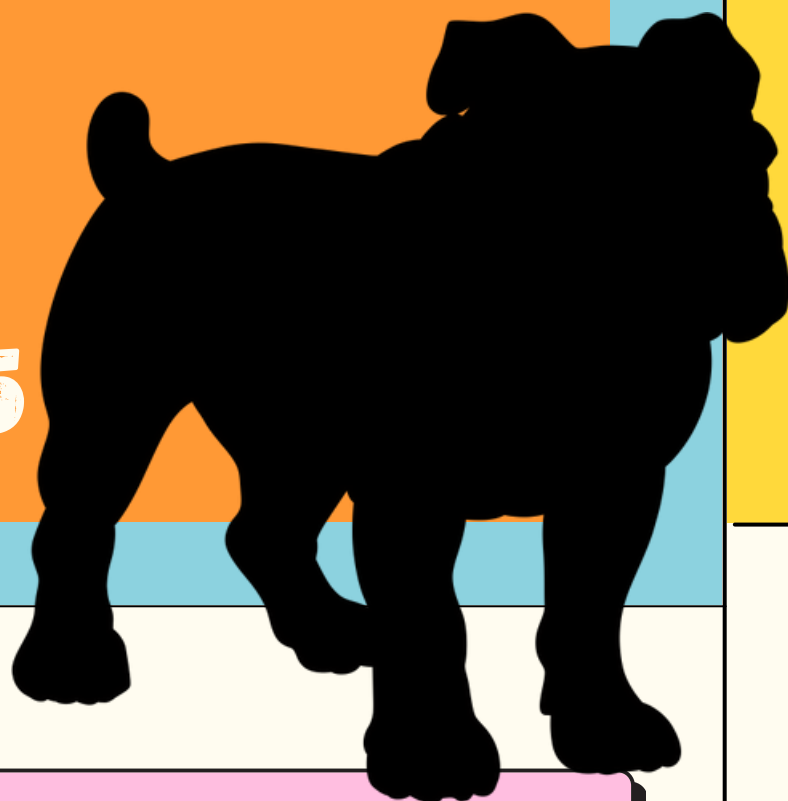


STUDENT SERVICES

WE ARE LOCATED BETWEEN THE FRONT OFFICE AND THE LIBRARY. PLEASE USE THE SIDEWALK TO THE LEFT OF THE FRONT OF THE SCHOOL.

**KIM DAVIS
STUDENT SERVICES
985.892.7112 EXT: 2055**



EXCUSE NOTES

- Students are allowed 2 days to turn in a note to excuse an absence upon returning.
- College visits will only be excused with a note from the University on their letterhead.
- The only notes accepted via fax are doctor notes.
Fax # (985) 892-9894
- Notes may not be emailed.

FAQS

- Fast Food and drinks are not allowed to be dropped off for lunch.
- Students must use the phone in student services to make calls. They should not call or text parents from class to ask to check out.
- Students are allowed 15 min. in the "sick room" if not feeling well.

EMERGENCY CARDS

- Please complete and send back ASAP !
- Make sure to include anyone you want to check in/out your student on the back of the EC. Please include siblings that drive.
- If your address has changed, please contact the front office and provide 3 proofs of residency.
- Make sure you sign the emergency card

CHECK OUTS

- Parents must come into SS to check the student out and Identification must be shown.
- Only a parent of a student driver may call or write a note for their student to check out that day.
- Students may not check out other students unless they are a sibling and are on the Emergency card.
- No over the phone check outs will be allowed during exams, testing, or other school events.
- We cannot call ahead for a student to check out. The person must be present and sign the emergency card first.

