

Page High School Attendance Information

Early Dismissal

*** We will NOT accept early dismissal requests by email. ***

If your student needs to be dismissed early for the day, please fill out the this [Early Dismissal Form](#) by clicking on the link or have a paper note turned in to main office no later than 8:00 a.m. Paper notes should include:

- Student's FULL Name
- Grade
- Date of early dismissal
- Time to leave school
- Reason for early dismissal
- Parent's name printed with phone number
- Parent signature

The following are excused tardy reasons:

- Illness
- Death in the family
- Recognized religious holiday
- Medical appointment
- Principal approved emergency

Please write legibly. Students will be given a pass to report to the main office for them to sign out at dismissal time. If the online form or paper notes are not submitted on time, a parent/guardian must come in to sign out your student during a class change.

PHS WILL NOT ALLOW ANY PARENT EARLY DISMISSALS AFTER 2:10 PM.

If you have any questions, please email [Karen Haverty](#).

Late Arrival Process

Any student who arrives to school after 7:50 AM will need to come through the main office and sign in.

Students are allowed **5 excused tardies for the semester** with documentation from parent or medical professional. Students who do not bring in a note **within 2 days** will receive detention. Late notes should include:

- Student's FULL Name
- Grade
- Date of late arrival
- Parent's name printed with phone number

- Parent signature

If your student is tardy more than 5 times per semester, he/she will receive a detention for each additional tardy unless he/she provides a medical note upon arrival.

Absence Note Process

State law allows students five (5) absences per semester to be excused with a parent note OR medical note. After 5 absences, official medical documentation is required to excuse any absences.

If your student misses a day of school, please send a handwritten note or medical note with your student within 5 days of your student returning to school. Please include the following information:

- Student's FULL Name
- Grade
- Date of absence
- Parent's name printed with phone number
- Parent signature

If you have any questions, please email [Karen Haverty](#).

Senior Attendance for Exam Exemptions

*Seniors who have an average of 91 or higher, **no unexcused absences per class per semester** through Tuesday, May 14, and have not been suspended, including ISS, are exempt from exams. The 3 points (Honors), 4 points (Dual Credit) and 5 points (AP) will be added to the semester grade prior to notification of the exam exemption.*

Seniors have until the 5th day of the following month to submit any notes for the prior month's unexcused absences. For example, seniors/parents/guardians have until September 5th to submit any notes to excuse absences accumulated in the month of August. After the 5th of each month, Mrs. Haverty will NOT make any updates to a student's attendance for the previous month.