



ABSENCES

Is he sick?

A parent should scan the QR code to complete the absence form or call (225) 383 - 0397 to notify CHS.
Please contact us by 7:25 a.m if your son is staying home.

Planning to be Out?

A parent should scan the QR code to complete the absence form at least one day
in advance to request that the absence be excused.

All supporting documents may be emailed to attendance@catholichigh.org.
Unexcused absences may result in disciplinary consequences.



CATHOLIC HIGH SCHOOL

ATTENDANCE
INFORMATION



CHECK-IN PROCEDURES

Arriving late?

The student goes to the Attendance and Discipline Office
to the Attendance Secretary to get an admit slip.
Unexcused tardies may result in disciplinary consequences.

Coming from a medical appointment?

Bring a doctor's excuse.



CHECK-OUT PROCEDURES

Planning to check-out during the day?

The student must bring a note signed by a parent to the Attendance and Discipline Office before the
first bell the day of the check-out. The note should be signed by a parent and have the date,
the time to check out, and the reason. Parents should scan the QR code at least one day in advance to report the
check out. Students must still come to the Office of Discipline and Attendance
to get a checkout slip before the first bell (7:25 a.m.).

Feeling sick at school?

The student should come to the Attendance and Discipline Office.
A staff member will contact a parent to come pick him up or
to get permission for him to drive home.