DE SMET JESUIT REPORT AN ABSENCE

REPORTING ABSENCES
LATE ARRIVAL/EARLY RELEASE PROCEDURES

HIGH SCHOOL

When reporting your students' absences, or if your student is arriving late or leaving early for any reason, please call the De Smet Jesuit main line at 314-567-3500 and follow the prompts to the **High School main office**.

Office Hours are Monday – Friday, 8:00am – 3:30pm.

If you are calling after the office is closed, please call the main number and follow the prompts to the **High School Attendance line** and leave a message. You can also email at **attendance@desmet.org**.

If your student is arriving late or leaving early, please have him check in or out at the high school main office only, located in **Emerson Lobby.** If you have any questions, please contact **Claudia Anderson,** High School Administrative Assistant, at **canderson@desmet.org**.

MIDDLE SCHOOL

When reporting your students' absences, or if your student is arriving late or leaving early for any reason, please call the De Smet Jesuit main line at 314-567-3500 and follow the prompts to the **Middle School main office**.

Office Hours are Monday – Friday, 8:00am – 3:30pm.

If you are calling after the office is closed, please call the main number and follow the prompts to the **Middle School Attendance line** and leave a message. You can also email at **MSattendance@desmet.org**.

If your student is arriving late or leaving early, please have him check in or out at the Middle School main office only, located in Ballas Lobby. If you have any questions, please contact **Lauren Book,** Middle School Administrative Assistant, at **lbook@desmet.org**.