

Parent/Guardian Attendance Quick Guide

Use the right process the first time so attendance can be updated accurately.

Quick rule: Use the CHS website checkout form for planned checkouts. Use the Pre-Approved Absence / Participating Remotely Form for planned absences or remote participation. Families should monitor Infinite Campus for attendance updates.

Absence notes: Student submits a physical, signed parent/guardian note immediately upon return.

Check Infinite Campus: Monitor attendance coding and updates.

Student is absent

Action

Student submits a physical, signed parent/guardian note to the Attendance Office immediately upon return. Attach supporting documentation when applicable. Student contacts teachers about missed work.

Timeline: Immediately upon return

Planned checkout

Action

Complete the planned checkout form on the CHS attendance webpage. Do not send an email or physical note for planned checkout.

Timeline: No later than 8 A.M. of checkout day

Unplanned checkout

Action

Parent/guardian comes to Bridge East in person with a physical photo ID. Adult must be listed in Infinite Campus.

Timeline: At the time of checkout

Student is sick at school

Action

Student reports to the clinic. The clinic contacts the parent/guardian if checkout is needed.

Timeline: When the student becomes ill

Planned absence / remote day

Action

Submit the complete form at least 5 school days in advance. Student emails teachers and obtains teacher signatures.

Timeline: 5 school days before the absence

IC attendance update

Action

The attendance office has 10 business days to update IC after a complete form is submitted. Contact attendance only if it is not updated after that window.

Timeline: After 10 business days

Important: Complete planned absence/remote participation paperwork must be submitted before the absence. The first five eligible completed requests each semester are processed as participating remotely when requirements are met and count toward the remote participation allowance. Teacher signatures confirm awareness/planning; they are not approval signatures.