

ATTENDANCE INFORMATION

ATTENDANCE: Questions regarding Attendance, speak with Merrick Johnson at 907-742-3069

Start Time: Class begins at **8:45** every morning, with the exception to our Monday PLC schedule, which begins at **9:45**. Students arriving after the start time must report to the Attendance/Main Office to obtain an Admit Pass to class. Passes are available through our School Check-In machine located right outside the Attendance/Main Office. If students are late coming in from lunch, they will also need to report to the Attendance/Main office to obtain an Admit Pass.

Blue Pass: A blue pass is parent permission for your student to leave the school campus. Parents must call the Attendance office at 907-742-3069 to request this pass or a written note that needs to be brought to the Attendance Office in the morning. Simply inform the office of the students' full name and what 'time' they need to leave. Students getting picked up must meet their parents at the front of the school, near the flagpole or visitor parking.

Blue Passes will not be accepted through Parent Connect. Parents need to call the office and request the Blue Pass.

Pre-Approved Absence Request: Pre-approved absence request forms are available in the Attendance/Main office to complete. Please complete this form at least one week prior to your student's absence and deliver it to Merrick Johnson (Attendance Secretary) or email him at johnson_merrick@asdk12.org. For an online copy, click here; [Pre-Approved Absence Request](#).

Reporting Absences: If you need to report an absence for your student you can either call the Attendance Office at 907-742-3069 or report it through Parent Connection. For a tutorial on how to use Parent Connect to report an absence, please go to [Parent Connect, Reporting Absences](#).