

****TO AVOID UNEXCUSED ABSENCES****

Dear Parent/Guardian(s):

If your student is checking out early due to one of the following please send a note (including this date) to the front office when student returns:

- ✚ Check out for appointment (doctor or dental, etc.)
- ✚ Check out due to illness (sent home per school or you decide to check out)
- ✚ Check out early (before 11:00 a.m.)

If your child is absent due to illness or an appointment please submit:

- ✚ A letter stating reason for absence
- ✚ Doctor or Dental School Excuse



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Attention Parents

Tardies:

Parent(s)/Guardian(s) students are considered tardy at 7:45a.m. (When they are not in their classroom)

Please escort your child into the building and use our computer system.

Understand this results in a (CIUP) code in the school system

Absences:

Parent(s)/Guardian(s) students are considered absent if they are checked out of school before 11:00 a.m.

Understand this results in a (COUA) code in the school system

(Please take a pink slip to the right to ensure an “excused absence”)

Early Check-outs:

If you check out your student after 11:00 a.m. for an appointment or personal reason he/she is considered an early check out for that school day.

Understand this results in a (COUP) code in the school system.

****Parents please remember to send a note EACH TIME for the following****

✚ Student Absences

✚ Change of Transportation

✚ Fees/Payments