

## How to report an absence or to request a dismissal

Although information about reporting an absence and requesting a student dismissal is available in the Student Handbook online, there is lingering confusion about how to do these properly. Here are the essentials:

- **To report a student absence**, a parent or guardian should call the school's attendance office (382-6541 extension 223) on the day of the absence and follow up with a note the day the student returns to school. This dual check system helps us to keep accurate records and thwart any attempts to skip school. Properly reported absences will be recorded in the student's PowerSchool records as "V" for verified.
- **To request that an absence be considered "exempt"** under the minimum attendance policy, both a parent or guardian's note and a note from a doctor, court official, or college official are required. In all other requests for an exemption, the parent or guardian needs to contact the student's assigned administrator. (9<sup>th</sup> grade – Mrs DiNola; 10<sup>th</sup> grade – Mr. Kiley; 11<sup>th</sup> grade – Mr. Leary; 12<sup>th</sup> grade "A" through "F" – Mrs. DiNola; grade 12 "G" through "M" – Mr. Kiley; and grade 12 "N" through "Z" – Mr. Leary)
- **To request a dismissal**, a parent or guardian should send in a note specifying the time of dismissal and, in instances where the student will be returning to school that same day, the expected return time. If a parent or guardian comes into school to request a dismissal, he or she will have to provide the Attendance secretary with a valid ID. Students will not be released to anyone who has not been designated by a custodial parent or guardian. Only in an emergency will a phone or fax dismissal be accepted and only with the approval of an administrator.
- **In all instances where a note is required, five things are to be included in the note:** (1) the student's name, (2) the student's grade, (3) the date(s) of absence(s) or time of dismissal, (4) the reason for the absence(s) or dismissal, and (5) the parent or guardian's signature.

(The school's attendance policy is explained in greater detail on pages 24-31 in the Student Handbook on the Timberlane High School website.)