

**PLEASE MAKE SURE YOUR STUDENT ALWAYS HAS THEIR AGENDA BOOK/PASS PAGE BEFORE COMING TO THE ATTENANCE OFFICE! (Torn out pages from agenda book will NOT be accepted.)**

**Absent Notes:**

If your student is going to be absent, please call the Attendance Office at (301) 279-8561 to verify the absence for that day. The student must bring in a note when they return to school, even if the parent has notified the school by phone. Students have three days from the time they return to bring a note from a parent to excuse their absence. **All notes should contain first and last name, grade, student ID #, reason for absence, date of absence, number where a parent can be reached during the day, and a parent signature** (form can be found on website). A doctor's note is required when a student is absent for three (3) consecutive days or more.

**Excused absences:**

Death in immediate family  
Court Summons  
Certified Illness of the Child  
Observance of Religious Holiday  
Work or Activity Accepted by School Authorities  
(Must have prior administrative approval)  
Physical and/or Mental Incapacity  
Violent Storms  
State Emergency  
Quarantine

**Unexcused absences:**

Caring for younger sibling/relative  
Vacationing/Trips out of Town  
Traffic/Broken down car  
Family Emergency (this excuse must be clarified in the note and fit into the excused absences, or it will be referred to students administrator for approval.)  
Overslept  
Driver's License/Learner's Permit  
Passport  
Power outage/Alarm failure

*Please feel free to come by to check your student's attendance notes in their file anytime between 9:30 a.m. and 2:30 p.m.*

**Early Dismissal Procedure:**

Students who need to leave during the school day must bring their agenda book/pass page and a signed note from their parent **before 7:20** to the Attendance Office. The note must contain the student's first and last name, time of departure, Student ID, grade, and a phone number of a parent, so we may verify the dismissal. ***ALL EARLY DEPARTURES MUST BE VERIFIED BY A PARENT BEFORE WE CAN RELEASE ANY STUDENT.*** If we are unable to get the early departure verified by the parent, then the parent will be required to come into the school and sign out their child in the Attendance Office.

Students must sign out at the Attendance Office before leaving the building or they will be unexcused. ***NO Exceptions!*** Students returning to school after an early dismissal **must** sign back in at the Attendance Office **with a doctor's/dentist note** and have the time noted and initialed in their agenda book/pass page.

***If after the student arrives at school you schedule an appointment for him/her, you MUST call the Main Office (301) 279-8550 to have a pass sent to your student ahead of time.*** Please do not call the Attendance Office. Please call ahead of your arrival time to the school so that your student will be ready to leave through the Attendance Office when you get here. Showing up to request their release without proper notice to the school will only delay your request and possibly make you late for the appointment.

**Late Arrivals:**

Students arriving late to school **must** sign in immediately at the Attendance Office and have their agenda books/pass page with them. ***Failure to comply will result in an unexcused late/absence.*** All late notes must contain student's first and last name, ID number, grade, valid reason for tardiness and a daytime phone number of a parent & signature. Students arriving **more** than 20 minutes late to their class will be marked absent for that period. If they arrive **less** than 20 minutes late to class they will be marked tardy. 3 unexcused tardies in a class equals one unexcused absent for that period.

**Absent Calls Home – Connect-Ed**

Students marked absent from one or more periods during the day will receive a phone call from our automated notification system, **Connect-Ed**, that same day. (Parents, **please note:** If you called in your student's absence for the day to the Attendance Office, you will still get a call home in the evenings from Connect-Ed) **If you are unaware of your student's absence, call the Main Office at (301) 279-8550 to see what teacher marked them absent.** It is between the student and

teacher to see why they are marked absent for that particular class. Students should verify unexcused absences with their teachers *before* coming to the Attendance Office.

**Lost agenda book/pass page or either left at home**

Students will be required to purchase a new agenda book or pass page from the Finance Office (\$6 for agenda book, \$1 for pass page) BEFORE any early dismissal passes or late arrival passes will be issued from the Attendance Office. Obligations will be issued if necessary.

**STUDENTS MUST ALWAYS HAVE THEIR AGENDA BOOK/PASS PAGE WHEN SIGNING IN AND OUT AT THE ATTENDANCE OFFICE OR THEY WILL BE UNEXCUSED.**

**STUDENTS MAY NOT USE ANYONE ELSE'S BOOK/PASS, OR THE BOOK/PASS WILL BE CONFISCATED AND THEIR ADMINISTRATOR WILL BE NOTIFIED!**