

# Attendance Procedures

**Attendance Policies and Procedures can be found in the Student & Parent Handbook and in the front of the student Agenda Book.**

## ***Late Arrival***

- Doors open at 7:25 am. Students must be in 1<sup>st</sup> period by 7:40 am.
- When a student arrives late to school, an adult should sign them in at the front office or provide a note.

## ***Early Dismissal***

- When a student is to be excused from school before the end of the school day, they should bring a note to the front office, after they check into 1<sup>st</sup> period. The note should indicate the time of & reason for the dismissal, and the name of the person picking them up.
- When the parent/guardian arrives, the student will be called from class for dismissal. Students will not be called from class until a parent/guardian arrives in the front office.
- If the student returns to school the same day, they will sign back in at the front office and go to class. An adult does not need to come in with them.

## ***Absences***

- It's not necessary to call an absence in.
- When a student is absent, please have them bring a note to the front office within two days of their return to school.
- If a student is absent for 2 or more days, you may call the front office **the morning of the 2<sup>nd</sup> day** and we will ask his/her teachers to collect any missed work, which can be picked up in the front office after school until 3:30 pm.

## ***Pre-Arranged Absences***

- Each student has 3 days per school year that can be used as an excused absence for any reason.
- The Pre-Arranged Absence form, on the FQMS website:  
<http://fqms.hcpss.org/sites/default/files/Extended%20or%20Discretionary%20Absence%20Form.pdf> should be filled out in advance and taken to the Front Office.

***Religious Obligation – Forms can be found here:***

[http://www.hcpss.org/f/aboutus/staticform\\_religiousabsence.pdf](http://www.hcpss.org/f/aboutus/staticform_religiousabsence.pdf)