

## ATTENDANCE PROCEDURES

- **Absences** - Absence notes must be received in writing (email or note) from a parent/guardian within 5 days of an absence. Please send all attendance correspondence to: FQMSabsence@hcpss.org.
- **Late Arrivals** - Students must be in first period by 7:40 am. Please make sure your child is accompanied into the building by either an adult or a note explaining the reason for the late arrival.
- **Early Dismissal** - If you have to take your child out of school early, please email FQMSabsence@hcpss.org, send your child in with a note for the front office. You **MUST** present your driver's license when you arrive. A work ID is not valid.
- **For Discretionary Absences** (up to 3 per school year) see the form [here](#). Please email the completed form to: FQMSabsence@hcpss.org.
- **For Religious Observances** see the form [here](#). Please forward this completed form to: FQMSabsence@hcpss.org.
- **HCPSS Bus Transportation Reminders** - Students must ride their assigned buses and exit buses at designated bus stops. Our bus drivers take the safety of students very seriously and want to fulfill this important responsibility. Please contact the Folly Quarter front office if there is an extenuating circumstance regarding your child getting off at a different stop.