

ATTENDANCE: PHONE 407-933-9900 FAX 407-933-9901

Excused Absences:

If your child is sick, a parent or legal guardian needs to call the attendance office to excuse the child for the day. For all doctor, dentist, court appointments, a school excuse is required from your appointment. This needs to be turned in the attendance office or faxed. If your child is out sick for 3 or more days a doctor's note is required. Prearranged absence forms should be requested 1 week prior to departure. A parent phone call or note specifying dates of absence, reason, parent signature and phone number is required. Excessive excused absences will be reviewed by the administration.

Unexcused Absences:

After 5 unexcused absences a letter will go home to the parent with a copy of the student's attendance. Excessive unexcused absences could result in truancy.

Tardy to School:

Should your child arrive to school late due to unforeseen circumstances and you would like them to be excused, please contact the attendance office that same day, preferably before they arrive. Excessive tardies (excused or unexcused) will result in disciplinary action.

Other Attendance Policies:

Students are not allowed to leave campus without permission: All students arriving late to school must sign in with the attendance office. All students leaving school early must sign out with the attendance office. Parents must come in and show a picture ID when signing your child out of school. If the parent is not able to pick up the child and is sending someone else, that person must be on the emergency contact list. In the event your child drives to school, the parent needs to contact the attendance office to make arrangements for that child to leave.