

# ATTENDANCE PROCEDURES

**Please Note: You do not need to call the school to report a student being out.**

**Please see below to see what is required.**

## **What to do if your student is checking out:**

If you are picking your student up, you must come in and sign them out. The student will be called down to the office to meet you **when you are here**. Please do not call to have the student called down before you arrive. Signing out does not excuse an absence. A written/emailed excuse is needed.

If the student has a car and will be driving off campus, **you must call and give verbal permission at the time the student should be called down to leave**. Please call 850-488-1756 and ask for Attendance. Emails are not sufficient for dismissal. A written/emailed excuse is needed to excuse the absence.

## **What to do if your student is absent:**

Every absence, partial or full day, requires a **written** excuse (note or email) **within 5 days of the absence**. It always is best to bring a medical note if there is an appointment. Please note that signing out does not excuse an absence. Parents may only write 10 notes per semester.

All notes should include: the student's full name, grade, date(s) and period(s) absent, reason for absence.

**Emails may be sent to: [lchs\\_attendance@leonschools.net](mailto:lchs_attendance@leonschools.net)**

## **Absences are excused for the following:**

Illness and/or medical care

Death in the family

Legal reasons

Religious Holidays/Observances (use Religious Observance Form)

Pre-arranged absence(s) approved by Mr. Lightfoot at least one week in advance of the absence. (Use Pre-Arranged Absence Form)

Other special circumstances(s) or insurmountable conditions(s) approved by an administrator.