



# New Attendance Procedure

Chiles is moving to a paperless system in the Attendance Office. This will allow staff more time to assist parents and students, and less time filing and chasing down paperwork.

Please use your FOCUS portal to submit excuse notes and documentation for absences. See the tips below.

You will see an A or alert on your Parent Portal page.

That will take you to the absence summary where you can upload your excuse note.

Date	Daily	Excuse Note	Note Status
Aug 11, 2023	Unexcused Absent	No Files	N/A

Submitted notes that meet requirements are updated within 48 hours of receipt.  
Please do not email attendance notes.



Excuses must be submitted within five days of the absence.



Attendance questions go to  
[lchs\\_attendance@leonschools.net](mailto:lchs_attendance@leonschools.net).

Please call the FOCUS Helpdesk if you need assistance with your portal - 850. 487.7524