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AMOS P. GODBY HIGH SCHOOL

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Welcome Back!

To better serve our Godby community we are excited to announce the following updates and reminders for the 2025-2026 school year.

Communication via Parent Portal

All parents and guardians must have an active FOCUS Parent Portal account, as this is the method by which all school communications will be shared. In order to receive email updates, each parent or guardian will need to have an active FOCUS Parent Portal account linked to their student. To create a Parent Portal account or for instructions on password recovery, please refer to the attached directions or visit <https://www.leonschools.net/parentportal>.

2025-2026 Attendance Procedures and Information

- Absences: Amos P. Godby High School **does not** accept phone calls or emails for attendance excuses. We will require written documentation for excusing absences (notes from parent or documentation from medical providers must be uploaded into FOCUS). Attendance notes should be uploaded to the Parent Portal (see attached directions). Parent and medical notes uploaded to **Focus Parent Portal** ensure the attendance office receives the documentation. Please note we are unable to verify the authenticity of the phone calls and are unable to excuse students in this manner.
- If a parent or guardian arrives to pick up a student, the main office will contact the classroom teacher to release the child to meet the parent/guardian in the main office, after which, they will be authorized to leave the campus. Students who leave campus without daily authorization from the attendance office will be subject to disciplinary action, per school rules and procedures.
- Early Sign-outs: Under emergency cases, students may be dismissed for appointment or illness via written request from parent/guardian. Under emergency circumstances, if a parent needs to dismiss his/her child, he/she submits to **Parent Portal** authorization to dismiss. This authorization includes the child's name, student ID number, a picture of the parent/guardian's driver's license, and a contact phone number for the attendance office to verify the request. Please note we are unable to verify the authenticity of the phone calls and are unable to excuse students in this manner. Due to dismissal traffic patterns, sign-outs after 1:00 pm are highly discouraged and may result in a lengthy wait to exit the parking lot.
- Students Over 18 Sign-outs: To ensure the safety and well-being of all students, students over 18 must have parent/guardian permission to check out of school early. If a parent needs to dismiss his/her child, he/she submits to **Parent Portal** authorization to dismiss. This authorization includes the child's name, student ID number, a picture of the parent/guardian's driver's license, and a contact phone number for the attendance office to verify the request. Please note we are unable to verify the authenticity of the phone calls and are unable to excuse students in this manner.
- Off-Campus Passes: Off-campus passes are available for eligible juniors and seniors only. Passes will be accepted only twice per year (August and January). **The deadline for fall Off-Campus passes is August 29, 2025.** Students who miss the deadline for the application will be required to wait until the following semester to apply. See the attached Off-Campus Lunch Pass Application for more information. **All students who leave campus for lunch, regardless of age, must have an off-campus form on file (signed by parent/guardian).**

We sincerely appreciate your support and compliance to ensure all students are safe while on campus at Godby High School.

Respectfully,

Dr. Kiffani Browning / Assistant Principal

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."