

## ATTENDANCE PROCEDURES

Every absence, be it part of the day or all day, requires a written excuse (note or email) from parent/guardian **within five (5) school days of the absence to be excused.**

**Please see below as to 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. Signing out does not excuse an absence. A written excuse (note or email) from a parent/guardian is needed.

**If a Junior / Senior student has an assigned parking space and will be driving off campus**, you must call the school and give verbal permission at the time the student should be called down to leave. The student will then be called out of class to sign out in the main office. Emails/ Texts are **not** sufficient for dismissal.

Signing out does not excuse an absence. A written excuse (note or email) from a parent/guardian is needed.

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

Every absence, be it part of the day or all day, requires a written excuse (note or email) from parent/guardian within five (5) school days of the absence to be excused. It is always best to submit a medical note if there is an appointment, as **parents may only write 10 notes per semester**. Please note: you do not call the school to report a high school student being absent.

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

Send excuse emails to: [LCHS\\_ATTENDANCE@LEONSCHOOLS.NET](mailto:LCHS_ATTENDANCE@LEONSCHOOLS.NET)

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

- Illness and medical care
- Death in the family
- Religious holidays
- Prearranged absences for educational purposes approved by the Attendance AP [use designated form found on our Attendance webpage], and/or other special circumstances and insurmountable conditions approved by an administrator.

**Un-excused absences** are absences which are not used for the legitimate purposes described above. For each class in which the student has four (4) or more *un-excused* absence(s), a grade of "F" will be assigned for that grading period. This is known as "Attendance Failure".