

**Late Check-in or Early Check-out:**

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused late check-ins and/or early check-outs will be considered one unexcused absence. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, physician's note or appointment card is required within 5 school days to be considered excused. After the tenth late check-in or early check-out, a physician's note or appointment card is required within 5 school days to be considered excused.

**Check-in:** Parents must sign their child in upon late arrival.

**Check-out:** All check-outs must occur **before 1:45 p.m.** at the reception counter. If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse and meet assessment criteria for the school to excuse the absence.

If a student must be absent from school for a portion of the school day, the student will be released from school only to parent(s) or a parent designee with written authorization. Parent(s) or parent designees are asked to sign their child out at the front reception center. The student will remain in the classroom until the teacher is notified by the receptionist to release the student. An early dismissal is defined as any time a student with parental permission leaves school prior to the end of the school day at 2:20 p.m.

**\*If an excuse is not received, the absence will remain unexcused.**

Please Note: We do NOT accept phone calls as an excuse.