

# CRESCENTA VALLEY HIGH SCHOOL

## ATTENDANCE OFFICE PROCEDURES

**PLEASE KEEP FOR FUTURE REFERENCE**

**248-8114 or 249-5871**

### **ABSENCE REPORTING**

When a student is absent, regardless of the reason, it is the parent or guardian's responsibility to call the Attendance Office at 248-8114. This number is in operation twenty-four hours a day, including holidays and weekends. It is very important to excuse your child's absences promptly. Please do not send notes. Only phone calls are accepted to excuse absences.

When you call 248-8114, you will hear a recorded message. Upon completion of the recording, please respond with the following information:

1. Student's legal name (spell), grade, and ID #
2. Your name
3. Your relationship to the student
4. Date of and reason for the absence

Only parents or guardians may verify absences or have students released from school. If you go out of town on a business trip or family emergency, we must have in writing information stating who is authorized to act on your behalf for attendance issues.

### **LEAVING CAMPUS DURING SCHOOL HOURS**

If your student must leave during the day for any reason, (medical, dental appointments, family emergencies, etc.) please call the attendance number **in advance** with the student's name, time he/she needs to leave, reason, and whether or not he/she will return to school that day. Please call either the evening before or early in the morning. All students must have a "**Permit to Leave Campus**" pass to leave during school hours. This includes all appointments, emergencies, etc. **Please remind your child to pick up their pass at the Attendance Office prior to leaving.** We encourage students to come before school, at snack, or at lunch, not during class time. In order to minimize disruptions to classroom instruction, the attendance office does not send reminder notices to students. It is the student's responsibility to come get the permit to leave school and leave at the appropriate time. Students who leave school without a pass from the office will be referred to the Assistant Principal's office. Students who arrive at school late, or are returning from appointments, etc. need to sign in at the Attendance Office.

### **DOCTOR NOTES**

It has been recommended by our District Office that parents send a doctor's note to the Attendance Office for extended absences due to injury or illness.

### **CONTACT INFORMATION**

Please call our Attendance Office at 249-5871 if you have any questions. Office hours are 7:30 a.m. until 4:00 p.m.

We wish your student success in the school year.