

Q & A about attendance

Q) My student was marked absent/late for a particular class in error?

A) It is the responsibility of the **student** to meet with the teacher of that class and discuss the situation. If there was an error, the teacher will email the attendance secretary and the correction will be made. **No changes will be made without the approval from the teacher of that class.** Teachers email address can be located on the schools website: Academics / chose the subject to find the teachers email.

Student absent from school?

If the student was **absent** from school a note must be submitted from the parent/guardian. The student can drop off the note at the attendance office or give it to his/her teacher and it will be brought down later that day.

Please make sure the following information is clearly indicated: 1) the students name; 2) date of absence; 3) telephone number of parent/guardian; 4) a brief reason; and 5) it must be signed by parent/guardian.

Per AACPS guidelines, absences due to illness of five consecutive days must have a physician's note.

Early Dismissals (Fast Pass)

To save time and avoid delays, it is *highly encouraged* to have the student turn in a note to the attendance office the morning of the early dismissal. The note should indicate the date and arrival time of the parent/ guardian and must be signed. Please include a contact telephone number.

A pink pass will be given to the student in exchange of the note. At the designated time both student and parent/guardian will arrive at the Attendance Office for dismissal. The parent/guardian must sign the student out. This process will ensure a quick turn-around.

Change of email, phone numbers, and emergency contacts?

All changes must be in writing and forwarded to the attendance office.

Change of address?

Contact the Guidance Department.

MVA Drivers Permit Attendance form DL-300:

Contact the Guidance Department.

