

## **ATTENDANCE GUIDELINES**

Phone # 757-648-5203; Fax# 757-473-5123

*Please see the guidelines below regarding your child's absence, late arrival, or early release. Remember, most of this information can be found on your Parent/Student portal.*

**ALL NOTES MUST BE SUBMITTED WITHIN THREE (3) SCHOOL DAYS FOLLOWING THE DATE YOUR CHILD RETURNS TO SCHOOL. PLEASE TURN IN ALL NOTES TO THE ATTENDANCE SECRETARY – DO NOT SUBMIT NOTES TO THE TRAINER, TEACHERS, OR NURSE.**

- If you have a question regarding your child's attendance for a specific class, contact your child's teacher. (Teachers' email information can be found on the school website.)
- Please make sure to include your child's first and last names on the excuse note (no nicknames, please).
- Please write as legibly as possible.
- Make sure you write the dates your child was absent on the excuse note. If there are no dates on the note, the note will come back to you for completion.
- Do not write excuse notes on sticky notes. We scan our notes, and sticky notes will not go through the scanner – sticky notes will be returned.
- Do not write notes in pencil, marker, or red ink – notes will be returned.
- All notes must be signed by parent or guardian.

### **Pre-Approved Absence Request Forms**

- These forms must be filled out if your child is going to be out longer than three (3) days. Examples include: vacation, going out of the country, activity. These absences are not guaranteed to be excused.
- If your child is on a college visit – make sure you receive a letter from the college admissions office (email confirmation is also accepted).

### **Activities/sports outside of Bayside HS**

- If your child is on a sports/dance, etc. team and he/she will miss school, please remember to bring a letter from the coach on letterhead stating your child's name, and the dates he/she will miss. Absences are only excused if a college recruiter is in attendance. However, if your child needs an attendance waiver, we take this into consideration.

### **Late Arrival Procedures**

All students who are late to school must sign in on the computer at the tardy window or main office.

### **Early Release Procedures**

- THERE WILL BE NO EARLY DISMISSAL AFTER 2PM.
- All early dismissal notes must be turned in before 0730 to the main office for confirmation and administration approval.
- Please sign your student out on the computer in the main office.
- IF YOUR CHILD RETURNS, MAKE SURE HE/SHE SIGNS BACK IN ON THE COMPUTER IN THE MAIN OFFICE UNDER THE "RETURN" SECTION
- Make sure you have all emergency contacts listed. This will make the process run smoothly if your child needs to be picked up early due to an emergency. If the person picking up your child is not on the list, we have to call to confirm, thus delaying the pickup process.
- Students (IF 18 YEARS OR OLDER ONLY) – Print your full name, enter student ID and SIGN SHEET. IF YOU RETURN, PLEASE MAKE SURE YOU ENTER YOUR RETURN TIME WHERE YOU SIGNED OUT. STUDENTS ARE SUBJECT TO BEING SEARCHED UPON ARRIVAL.