

Helpful Tips for Attendance and Tardy Procedures

Absences:

- Parent note or Doctor's note is required to excuse a student's absence - please turn into the front office
- After the 5th absence the attendance clerk will contact parent/guardian regarding both excused and/or unexcused absences
- Starting on 6th absence - Attendance Committee will be notified and can require seat time for all future excused and/or unexcused absences
- Incomplete seat time may result in denied credit for the class/s missed

Tardy:

- School starts promptly at 8:00am
 - All students not in class are considered tardy and must sign in with the front office
- After the 5th tardy, attendance clerk will contact parent/guardian
- Attendance Committee will be notified and can require seat time from 6th tardy forward

Early Dismissal:

- ID is always required for early pick
- Only parent/guardian or emergency contact listed in students file may pick up
- Please sign student out in the front office
- Staff will not be able to pull student from TCC College Courses for early dismissal. Please schedule with your student to meet you in the front office for pick up

Please Contact Erica Limones, the school attendance clerk, for any questions.

Sincerely,

Lisa Castillo, Principal