

9/5/2014

## Attendance Procedures

Parents,

The safety of our students is of the utmost importance. Tracking attendance helps us as a school and you as parents know where our students are at all times. At this time we would like to clarify a few attendance procedures.

### **Signing Out Students:**

- If at all possible, avoid signing your student out of school. Students miss valuable learning time when they are not here.
- Legal guardians or an official emergency contact are the only people who may sign out a student.
  - If you would like someone to be able to sign out your child you can add them as your emergency contact on skyward through the parent portal.
- If you need to sign out a student, you must physically come to the attendance office window (first window on the left as you enter the building) and sign the sign out book. Students who get signed out will then meet you at the attendance window.
  - Calling the attendance office to let them know you are coming can speed up the process.

### **Lunch:**

- If you are signing out a student during lunch, you still must enter the building and sign the sign out book.
  - Please plan ahead with your student as we cannot call them over the PA system during lunch.
- If you live nearby and would like your student to come home for lunch, you may fill out a Home Lunch Permit (found in the main office) and give your student permission to do so.

### **Evacuation:**

- In the event of an evacuation, the attendance office will relocate to the front of the school.
- Students must be signed out by a person on their emergency contact list.
- Please be patient as the sign out process may take up to 30 minutes.

Thank you,

AFJHS Administration