ATTENDANCE

For <u>all</u> absences, late arrivals, and early sign outs, please call the 24-hour automated absence line at (480) 484-7299

Procedure to Sign a Student Out Early

1. Call the attendance line in advance (preferably the night before) with your student's **name, ID#, reason** and **time** they will be leaving - **(480) 484-7299**.

2. The office will write a pass for your student to be released from class.

3. Let your student know to pick up their pass from the office BEFORE the scheduled time to check out (before school, at lunch or between classes).

4. Student will show the pass to their teacher and come to the office at the arranged time to sign out.

5. This procedure minimizes your wait time and is the least disruptive to the classroom environment.

   ✓ Please note that if your student is feeling ill, they should go to the nurse. If necessary, the nurse will call home and excuse the absence. Parents do not need to call to excuse a student sent home from the nurse unless they will be out the following day as well.

   ✓ If student had a doctor apt, please have them bring the doctor note/excuse to attendance office.

   ✓ Whenever possible, please arrange student pick up between class periods (see schedule below).

   ✓ Questions about a specific absence posted in a class period? Email that period teacher.

   ✓ Other Questions? Email the Attendance Coordinator, Kathy Wiggins - kwiggins@susd.org

REGULAR BELL SCHEDULE

0	HOUR	6:45 – 7:39
1st	HOUR	7:45 – 8:39
2nd	HOUR	8:45 – 9:47
3rd	HOUR	9:53 – 10:47
4th	HOUR	10:53 – 11:47
5th	LUNCH	11:47 – 12:20
6th	HOUR	12:26 – 1:20
7th	HOUR	1:26 – 2:20
8th	HOUR	2:30 – 3:24