

SAGUARO



ATTENDANCE

For all 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 (no valid reason given, absence/tardy will be unexcused)** and **time** they will be leaving.
2. Pre-planned appointments/vacations must be **called in advance**.
3. The office will write a pass for your student to be released from class.
4. Let your student know to pick up their pass from the office **BEFORE** (before school, at lunch or between classes) the scheduled time to check out and you do not need to come in to sign them out.
5. Students will show the pass to their teacher and come to the office at the arranged time to sign out.
6. 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 only need to call if they will be out the following day as well.
 - ✓ If a student has a doctor appt, please have them bring the doctor's note to the attendance office. Remember to call as **Dr notes do not excuse an absence**.
 - ✓ Only an authorized parent or guardian may excuse an absence.
 - ✓ Questions about a specific absence posted in a class period, **please Email that period teacher**. Attendance correction forms are required to change an absence in a single class period.
 - ✓ Absences will only be excused within a 24-hour period.
 - ✓ Saguaro high school is a closed campus. Students leaving campus without signing out will be considered as an unexcused absence. Multiple occurrences may result in disciplinary action.
 - ✓ If you want to take your student out to lunch a **call will not suffice**. Parent/guardian must physically come in with an ID and sign out student.
 - ✓ Only valid absence/tardy reasons will be considered excused.
 - ✓ Arizona Department of Education defined excused absence as Illness, doctor appt., mental or behavioral health, bereavement, family emergencies, processing for armed services, out of school suspensions, religious holidays, and pre-arranged family vacations.
 - ✓ Whenever possible, please arrange student pick up between class periods (see schedule below).

REGULAR BELL SCHEDULE

0 HOUR	6:45 – 7:39	3 rd HOUR	9:53 - 10:47	6 TH HOUR	12:26 – 1:20
1 HOUR	7:45 - 8:39	4 TH HOUR	10:53 – 11:47	7 TH HOUR	1:26 – 2:20
2 HOUR	8:45 – 9:47	5 TH LUNCH	11:47 – 12:20	8 TH HOUR	2:26 – 3:20