



STUDENT ABSENCE PROCEDURES INCLUDING LATE ARRIVAL/EARLY DISMISSAL PROCEDURES 2023-2024 SCHOOL YEAR

STUDENT ABSENCE PROCEDURES

On the day of the absence, the parent/guardian **must** complete the Attendance Reporting Form (link below) or leave a message on the appropriate attendance line. Any message should include the student's name, grade, homeroom teacher (if applicable), the specific reason for the absence (include symptoms and/or diagnosis if the student is ill). If the absence is only a partial day absence, see Late Arrival or Early Dismissal procedure below.

- [**Attendance Reporting Form**](#)
- LS (651) 395-5991
- MS (651) 395-5992
- US (651) 395-5993

LATE (AFTER 9:30 AM) ARRIVAL PROCEDURES

ENTER THROUGH DOOR 1

Students will enter through the main entrance (DOOR 1).

Note: *Parents/guardians must accompany their student into the school building for grades K-8.*

- **Lower School** - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in and then the student will be sent to their classroom (Kindergarteners will be escorted).
- **Middle School** - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in. The student will then go to their appropriate classroom.
- **Upper School** - Student does not need a parent/guardian to sign them in (however parent must complete the online absence form with the reason for late arrival). Student will sign themselves in, go to the US Office to have the pass signed and will then go to their appropriate classroom.

EARLY DISMISSAL - ILLNESSES PROCEDURES

- Students must **FIRST** go to the Health Office for any illness, symptoms of illness, etc.
- Health Office will follow Health Office protocols.
- If students are leaving due to illness, the health office will send the student to the main office to be signed out.
- **Lower School - Parent or approved guardian MUST come into the main office to sign out their student.** Parent will meet their student in the Main Office to sign them out.
- **Middle School - Parent or approved guardian MUST come into the main office to sign out their student.** Parent will meet their student in the Main Office to sign them out.

- **Upper School** -Upper School students are permitted to meet their parent or approved guardian outside ONLY AFTER they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office.

EARLY DISMISSAL - NON-ILLNESS PROCEDURES

- **Lower School** - Parent must complete the [Attendance Reporting Form](#) online detailing the student's early dismissal and the reason. **Parent or approved guardian MUST come into the main office to sign out their Lower School student.** Parent will meet their student in the Main Office to sign them out. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.
- **Middle School** - Parent must complete the [Attendance Reporting Form](#) online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. If school staff is not notified of your student's early departure via form, the student will be pulled when parent or approved guardian arrives at school. **Parent or approved guardian MUST come into the main office to sign out their Middle School student.** Parent will meet their student in the Main Office. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.
- **Upper School** - Parent must complete the [Attendance Reporting Form](#) online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. The student will sign out at the designated time with the Main Office and will leave through the main entrance (DOOR 1). Upper School students are permitted to meet their parent or approved guardian outside ONLY AFTER they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office.
 - **Note:** even if your student is 18, the student **will** need to have an approved absence form completed from their parent for permission to leave school early.