

## ATTENDANCE PROCEDURES

ALL ABSENCES, LATE ARRIVALS AND DISMISSALS SHOULD HAVE A PARENT OR DOCTOR'S NOTE.

### **ABSENCES:**

\*\*Call the ATTENDANCE HOTLINE @ 704-716-2418 to notify the school of your student's absence.

\*\*A parent note must also be brought to the attendance office within 5 days of the absence to avoid getting recovery hours.

### **LATE ARRIVALS:**

\*\*Students must check in at the ATTENDANCE OFFICE when arriving late to school. Students should have a parent or doctor note when checking in. If a note is not presented at that time, the student has 5 days to bring in a note to avoid recovery hours.

### **DISMISSALS: PLANNED AND UNPLANNED**

We understand that some appointments are only able to be scheduled during school hours and unexpected situations occur which necessitate the dismissal of a student during the school day, but we are requesting all unplanned dismissals be reserved for emergencies. If a dismissal is necessary, please plan for your child to be dismissed during class changes. This will reduce the number of disruptions while important instruction is taking place.

### **PLANNED DISMISSALS: PREFERRED PROCEDURE**

1. If a student needs to leave early from school, a parent note must be brought to the attendance office BEFORE SCHOOL STARTS. The note should have the students *FIRST* and *LAST NAME*, *EXACT TIME OF DISMISSAL*, *PARENT SIGNATURE* along with a *PHONE NUMBER FOR VERIFICATION*. A dismissal note will be given to the student at that time and they are free to leave at the designated time on the note. NO STUDENT IS ALLOWED TO LEAVE SCHOOL WITHOUT A WHITE DISMISSAL NOTE GIVEN BY THE ATTENDANCE OFFICE.

### **UNPLANNED DISMISSALS:**

1. Please plan to come into the attendance office and sign your child out.
2. For student drivers: email a photo of a note including your child's first and last name, exact time of dismissal, parent signature and parent phone number for verification.  
Send to [attendance@charlottecatholic.com](mailto:attendance@charlottecatholic.com) or fax to 704-716-2419.

Please make every effort to time dismissals with the end of a class period. Attached is the daily class schedule (Please confirm with your student whether he or she has 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> lunch as this impacts the afternoon schedule.)