

In order to avoid classroom interruptions we ask that you follow the procedures below for checking your student out of school.

CHECK-OUT PROCEDURE

- Students must check out through the Main Office before leaving school.
- Students must bring in a note to the Main Office before school starts - stating the time and reason for checking out.
- ***To ensure the safety of students, telephone checkouts are not permitted.***

If a student is ill and needs to go home, they are asked to go to the Main Office to contact a parent/guardian. The Main Office will check out ill students after connecting directly with a parent/guardian. **Students are not allowed to use their cell phone in class to contact home when they are ill; instead, we ask that students access the main office where staff will assist them.**

*Please remind your student that they are not to leave campus at any time during the school day without a parent/guardian notifying the school in advance with a note or by coming to the Main Office in person to check out the student. This includes leaving during lunch and/or a release period when the student will not be returning in time for their next scheduled class. **Students will be marked as unexcused in all other instances.***

TO EXCUSE A TARDY

Please send a detailed note with student to turn in to the Attendance Office (*must fall within district policy to be excused, see below*).

TO EXCUSE AN ABSENCE

Call the 24-hour absence reporting line (503-399-5520) before, or within 72 hours of, the absence for it to be excused. Per District policy, **changes cannot be made after 72 hours** and the absence/tardy will remain as unexcused.

To help us ensure the accuracy of your student's attendance record, please speak clearly and provide the following information when calling the attendance line: student name (spelling the name is helpful,) **ID number**, date of absence, and **reason for absence**.

PER DISTRICT POLICY

THE FOLLOWING REASONS ARE CONSIDERED EXCUSABLE FOR ABSENCE OR TARDINESS:

- Illness of the student
- Emergency, **pre-excused***, or extenuating circumstance

THE FOLLOWING ARE EXAMPLES OF REASONS THAT WILL NOT BE EXCUSED:

Oversleeping, car problems, missing the bus, coming back late from lunch.

*Pre-excused absences, i.e. vacations, college visits, etc., must be cleared through the Attendance Office with the Pre-Arranged Absence form filled out in its entirety **prior** to the absence(s). Form is on-line & in Attendance Office.

503-399-5520

24-hour ALL day absence reporting line.