

# American Canyon High School

## Attendance Procedures

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**Attendance Procedures** (as of August 2011): Please read carefully as the district has made changes.

### Absences

**To clear a student for an all day absence** please call the **attendance hotline at 557-8321**.

Leave the student's name (spell the last name), date of absence, reason for absence and your relationship to the student. For all other attendance matters please call the attendance secretary at 653-1402.

**To excuse a child early from school, for any reason**, please send a note with your student in the morning. The student will bring the note to the attendance secretary and get an off grounds pass. When you come to pick them up they will be waiting for you in the main office. A parent/guardian must come in and sign their student out.

We do realize that sometimes appointments are made after the student leaves for school. In that case, the parent needs to come to the main office and ask for their student. Please keep in mind that it can take awhile, especially if the student is in a p.e. class. Also, during Access (Wednesday afternoons from 2:05 – 3:30) we cannot send a call slip for a student as they can be anywhere on campus. We also cannot call for them on the intercom as students are making up tests, working on group projects, etc.

**Pre-arranged Absences:** Students need to pick up a form from the attendance secretary, complete it, including a parent signature and return it by the last day of classes before the absence begins. This process allows students to set up a plan for making up work, it does not necessarily mean the absence will be excused. (See attendance policies.)

### Tardies

**If students are less than 30 minutes late** to first period (WITH NO EXCUSE), they are to go directly to class.

**If students are more than 30 minutes late** they must get a pass in the main office (excused or not).

Students **must** check in at the main office when arriving after 9:00a.m., even if it's during passing, break or lunch. Students **must** check out when leaving school, **at all times**.