

CHS ATTENDANCE PROCEDURE

Please be advised, every parent/guardian will receive an attendance call when their child is absent regardless of the reason for the absence.

Parents/guardians will no longer need to call to report an absence.

The parent/guardian will then be asked to send a written documentation of the reason for the absence with their child when they return to school.

Please observe the following procedure for Carmel High School student absence notes regarding full-day/partial day absences, late arrivals and early dismissals:

Notes for grades 9 & 10 - Please submit to the CHS main office secretary.

Notes for grades 11 & 12 - Please submit to Mr. Piazza's office.

In the event of an anticipated full-day or partial day absence, please send your child to school with a note in advance of that absence, identifying the specific reason for the absence. These notes should be submitted to the locations outlined above, based on your child's grade level.

All requests for *early dismissal* should be submitted in writing to the locations outlined above, citing the specific reason for the request for early dismissal. All notes explaining a student's *late arrival* to school should also be brought to the locations outlined above.

Contact your child's grade-level administrator should you have any further questions or concerns.