



## CARMEL CENTRAL SCHOOL DISTRICT

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**LOUIS RIOLO**  
*Principal*

**JOHN FINK**  
*Assistant Principal*

**LAUREN SANTABARBARA**  
*Assistant Principal*

**BRIAN PIAZZA**  
*Assistant Principal*

### 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 **no longer need to call the school to report an absence.**

Instead, the parent/guardian is asked to **send written documentation of the reason for the absence with their child when they return to school.** A note from home will allow the student's absence to be changed to "Parent Request", and a note from a doctor or medical facility will allow the absence to be changed to "Medical Reason".

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.

Please also send in a note explaining the reason for a **student's late arrival** to school.

**All of these notes should be dropped off in the "Absence Notes" basket located in the CHS Main Office.**

All parent/guardian notes giving **permission for early dismissal** should include the specific reason for the request. Your child needs to **bring your note to the CHS Main Office secretary**, and she will give them an "Early Dismissal Pass" that will allow them to leave CHS at the time you designated.

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

*Cultivating Opportunities*

