

JUNIOR/SENIOR HIGH CAMPUS IMPORTANT ATTENDANCE PROCEDURES

TO REPORT AN ABSENCE

PREFERRED METHOD: Please email absent@cincinnatichristian.org as soon as you realize that your child will be absent from school. (Preferably before 7:30 a.m.) Please include your child's name, grade, and reason for absence. *The email constitutes as your written note.* By emailing the above address, a phone call is not necessary.

You may also call the Main Office (513-892-8500 before 7:30 a.m.) and leave a voice message stating the child's name, grade, and reason for absence. By calling prior to 7:30 a.m. and leaving a message, your voice message is automatically transferred into the email system and further notes or emails are not necessary. After 7:30 a.m. a staff person will be available to take your call, however, you will be forwarded to the absence line, where your message serves as the required written documentation.

FOR EARLY DISMISSAL

PREFERRED METHOD: Please email absent@cincinnatichristian.org on the morning of the day your child needs to leave early. Please state the time your child needs to leave school, the reason for leaving early, and their grade.

You may also send a note in with your child to be given to the Main Office ***before school starts.*** In both instances, the early dismissal will be recorded in RenWeb informing your child's teachers. A slip will be given to your child allowing him/her to leave class at the designated time.

TARDIES

PREFERRED METHOD: Please email absent@cincinnatichristian.org if your child will be late to school because of a scheduled appointment. *Please make every effort to schedule these appointments outside of regular school hours.*

To report a last minute tardy (oversleeping, traffic incidents, trains, etc.), please call the Main Office (513) 892-8500. You may also email the above address or send a written note with your child upon his/her arrival at school. (Sending an email does not require an additional written note.)

Complete details regarding the CCS attendance policy can be found in the Parent/Student Handbook, available on the CCS website (www.cincinnatichristian.org).