

# **ATTENDANCE REMINDERS**

CVHS Attendance Line: 303-387-9002

**\*\*Absences NOT excused within 48 hours will be recorded as unexcused.**

**\*\*Extended Absences of 3 or more days require:**  
Students to pick up “Pre-Arranged Absence Request Forms” from the attendance window, take home for parent signature, get each teacher’s signature/comments and return to the attendance window 48 hours before absence commences.

**\*\*Attendance Correction Forms:**  
Students can pick up “Attendance Correction Forms” at the attendance window AND absences not excused within 48 hours will be recorded as unexcused.

**\*\*Early Release & Late Arrivals:**  
All Students need to check in and out at the attendance window. Early release passes require a parent note or phone call at least 2 hours prior to dismissal time. Attendance phones will not be answered after 1 pm due to attendance reconciliation.

**\*\*During testing dates such as finals and spring testing week:**  
Classrooms will not be interrupted for delivery of early release passes. Students leaving early on those days are requested to pick up their early release pass at the attendance window before school or during passing periods.