

ST. PIUS X

STUDENT ATTENDANCE REMINDERS

- **If you are sick and not coming to school**, a parent must call (404-636-3023 x228) or email the Attendance Office by 9:00 a.m.
- **If you are late to school/tardy**, you MUST come to the Attendance Office and sign in on the tablet. You must have a note from a parent or doctor, or a parent must call/email by 9:00 a.m.
- **If you are coming from a doctor's appointment**, please bring a doctor's office-provided school excuse to check in (not a parent note saying you had a doctor's appointment). This note cannot be provided later.
- **If you are leaving early**, you MUST sign out at the Attendance Office. You sign your name on the yellow "SIGN OUT" log. You must have a signed note from a parent, or a parent must come to the Attendance Office to sign you out. *Students MAY NOT leave after 2:30 p.m.*
- **If you go to the Clinic, Counseling, Deans, or anywhere at the beginning of class**, and did not check in with your teacher first, stop by the Attendance Office on your way back to class, so Mrs. Polzin knows where you were.
- **Informed Absence:** When you know ahead of time that you are going to miss school for a FULL day (not a partial day), bring a signed note from your parent at least the day before. Mrs. Polzin will give you the green informed absence form that you will need to get signed by your teachers.
- **If you and your parents have a different last name**, please make sure both last names are on the note.
- **When your parents are going to be out of town on a school day**, your parents must write Mrs. Polzin a note to let her know and include who is responsible for you during their absence.

This information is in your Student Handbook. Please refer to it as needed.