

Allen D. Nease High School

Attendance Policies and Information FAQ

What to Do When Your Student Is:

Absent

- Phoning in absences is not necessary; submit a parent note or Absentee Form within 48 hours of the absence and upon the student's return. We do **NOT** accept emails or phone calls for absences.
- However, the fact that the student brings in a note does not require the school administration to excuse the absence.
- **Pre-Approved Absent Requests** – In case of a planned absence, a Pre-Approved Absence Request form (available on the website) must be turned in to Dean Burney *at least five (5) days* prior to requested absence date. The fact that such notice is provided does not require the administration to treat the absence as excused.

Tardy

- Students should check in at the Front Desk after the bell with a doctor's note, parent note or Tardy Form (available on website). If a note is provided, parents need not accompany their student to check-in.

Early Dismissal

- Students must bring a parent note or Early Dismissal Form (available on website) to the Front Office **before** school starts. The student will then be given an early dismissal slip and will meet their parent in the Front Office at the arranged dismissal time. A verification slip from the appointment or a note must still be provided within 48 hours upon return to approve the absence.
- **Last Dismissal Time**- We do not dismiss students after the end of 6th period unless an Early Dismissal Form was turned into the front office before school starts. Individuals who arrive after the last dismissal time will wait until the final bell dismisses all students at the end of the day.
 - **The latest dismissal times at the end of 6th period are as follows:**
 - Monday: 2:55 p.m.
 - Tuesday: 3:04 p.m.
 - Wednesday: 2:05 p.m.
 - Thursday: 3:04 p.m.
 - Friday: 2:55 p.m.
- If the student is the driver, a parent phone number must be placed on the note. Attendance will call to verify the early check out request before the student can be released.
- A student will NOT be released for Early Dismissal to leave campus with another student, unless the student is a sibling.
- If your student is 18 or older, a parent Early Dismissal note is still required.
- We do NOT accept emails or phone calls for early dismissal.

Sick While In School

Updated 9/15/18- LK

- Students should go to the clinic with a pass from a teacher when not feeling well. The clinic will help students contact their parent and make pick up/dismissal arrangements.
- Students should NOT contact their parent on their cell phones outside of the clinic to make dismissal arrangements. Cell phones are also not allowed to be used in the clinic.

These policies are in place to lessen the impact on instructional time and disruption of the educational environment.

If you have questions regarding attendance, the attendance voicemail message, or attendance information on your Home Access Center, please contact Crystal Glass at Crystal.Glass@stjohns.k12.fl.us.