

Early Release, Tardy, and Absence Information:

A note is needed when students return from being absent, are tardy, or need to be picked up early from school. This note must be turned in to the Attendance Clerk no later than 9:15 am. All forms are available on NEASE website and in the Attendance Office.

Please use the forms above or a hand-written note including:

- ✦ **Student's Full Legal Name / NO NICKNAMES**
- ✦ **Student (s) Number - S#**
- ✦ **Weekday(s) absent**
- ✦ **Reason for absence or early release**
- ✦ **Legal Parent / Guardian signature / NO NICKNAMES**
- ✦ **Current phone number**

Only a Physician's office is authorized to fax a note for the student to be excused. FAX # 904-547-8305— Attention: NEASE HS ATTENDANCE. We do not accept phone calls or faxes from parents for attendance matters.

Driving off Campus:

Early Dismissal form is required when a student needs to drive off campus during school hours. Early Dismissal notes must be turned in by 9:15 am. We will contact parent before student receives a pass to drive off campus. Parents please be available and have a current phone number.

Please do not call the Attendance's office when your child is absent. An absent note can be turned in when the student returns to school. (within 48 hours of returning to school) Parents you may communicate with your child's teacher through e-mail at any time.

What Parents and Students need to know about Attendance:

- ✦ Absence notes are required to be turned in to the Attendance office within 2 days (48 hours) of returning Back to NEASE in order to be excused.
- ✦ It counts as a day when a student misses 4 or more periods.
- ✦ No students will be dismissed after **2:50 pm on Monday, Tuesday, Thursday, and Friday.**
- ✦ No students will be dismissed after **2:05 pm on early release Wednesday.**

Janette Aldana
Attendance Clerk
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