

Attendance Reminders and Procedures

Tardy

Students who are tardy to first period (after 8:05 A.M.) are to report to the Middle School office with a signed note from parents to receive a class admit slip.

Absence – Parents should call Mrs. Swope at ext.2000 between 7:30 and 8:30 each day that the student is absent or e-mail dswope@lhps.org.

Early Check Out – When picking up a student early from school, the student should bring a note to the MS Office, by 8:00AM. The note should state the date and time they need to sign out. The student will receive an Early Dismissal slip, which they will give to the teacher at the time of dismissal. The student will report to the Middle School Office at the designated time to meet the person authorized to pick them up.

Pre-Excused - When students know in advance they will be absent two or more days they should come to the MS Office to fill out the Pre-excused form. Once the student has each teacher and parent sign the form they should return it to the MS office for Mr. Bernatavitz to sign.

This is a brief overview of our attendance policies. See the student handbook for more information.

MS Attendance: Mrs. Swope 206-1900 ext 2000 or e-mail dswope@lhps.org