



Attendance at Skyline

At Skyline we have a few processes that may be new to you:

Early Release Passes

One of our main goals is to avoid interrupting teachers during class whenever possible. If you need to take your student out during the school day we ask that:

- You call or email attendance in advance or send a note – that morning or the day before.
- Your student then comes to the office and picks up an **early release pass**.
- He/she gives it to the teacher at the beginning of the class in which they will leave.

This is a win-win process – we don't have to disrupt the class, your student can leave class and be waiting for you at the release time., and you don't need to come into the building to get him/her.

- Note: We do not go get kids while they are in class except for true emergencies.

Attendance Correction Form

If a teacher makes a mistake and marks a student absent or tardy for time in which they were present the way to correct this is:

- The student picks up an **attendance correction form** from the office.
- Then takes it to the teacher to correct the error. (Parents do not have to do anything).
- Student returns form to attendance office.

Late or Tardy?

If your student is late, please call and remind them to check in at the office.

- If he/she is less than 10 minutes late it is recorded as "L".
- If more than 10 minutes it is recorded as "T".

Messages

We are unable to deliver messages except in case of emergency. If you need to bring something for your student you may text him/her and leave it in our front office in the designated place. The student not having a cell phone does not change this, we can't disrupt classes for messages.

Pre- Arranged Absences

When you need to pull your student for 3 or more days we require a pre-arranged absence form.

- The forms are in the attendance office and are online.
- It is mandatory that the teachers sign the form. This allows the student and the teacher to discuss makeup assignments.
- Parents sign the form as well after the teachers have signed it.
- The student return the form to the attendance office.
- An admin approves the absence and it is entered into Skyward.