

# Attendance Policy Reminders

## ABSENCE NOTES

Absent notes must be provided via <http://bit.ly/SHSabsenceform> within 48 hours of their return to class, or the absence will result in a truant.

## OFF CAMPUS PASS REQUESTS

If students need to leave campus early for dr., dental, DMV, court, or personal reasons **please notify the Attendance Office prior to the student leaving.** Send your request to <http://bit.ly/SHSoffcampuspassform>. This will ensure that the absence is excused. Missing class without prior notification will result in a truant for the period missed. **If students need to leave school due to sudden illness, please have them sign out through the health office.**

## ATTENDANCE CORRECTIONS

Attendance verifications/corrections are done with the teacher's approval.  
Please have the student pick up a "green clearance form" from the Attendance Office.  
This form should be signed by the appropriate teacher and returned to our office.