

ATTENDANCE INFORMATION

ABSENCES:

- **A parent or doctor's note is required for any absence for it to be considered excused, including check-ins and check-outs.** Notes should be turned in to the Attendance Secretary in the Main Office **within 3 days of the student returning to school.**
- **Excuses received after 3 days of returning to school will not be accepted.**
- A list of all approved excused and unexcused reasons can be found on pages 9-10 of the Student Handbook at www.mysehs.com
- **Online excuse forms** can also be submitted within 3 days of returning to school. The link to the form can be found at www.mysehs.com or www.elmoreco.com
- Students who would like to have absences excused that are not on the list of excused absences in the Student Handbook (such as a pre-planned trip) must get a **Pre-approved Absence Form** from the Attendance Secretary at least one week prior to the absence to have it approved by teachers and administration. The form can also be found under the Forms tab at www.elmoreco.com
- All absences count towards exam exemptions.
- **Students are allowed 7 parent notes for the entire school year for absences.** A list of excused reasons for absences can be found in the Student Handbook.
- After 7 parent notes, students must provide a doctor's note for each absence that follows in order for it to be excused.
- Students who accumulate more than 7 unexcused absences in a class may be denied credit for the class. Students will not be permitted to make up work for unexcused absences.
- **College visits:** Juniors and Seniors are allowed one College/University visit per semester. Students must obtain a green form from the Guidance Office that should be completed by a College/University Official and then returned to the Attendance Secretary in the Main Office.

CHECK-INS and CHECK-OUTS:

- Students who leave school for any reason must check-out through the Main Office.
- All check out notes must be turned into the Main Office **by 8:30am**. A parent or authorized person from student's contact list will be required to check student out in person if no note is received by 8:30am.
- If a student goes to the School Nurse due to illness and then checks out, a parent or doctor's note is still needed in order for it to be excused.
- **A parent or doctor's note is required for any check-in or check-out in order for it to be considered excused.** Notes should be turned in to the Attendance Secretary in the Main Office **within 3 days of returning to school.**

TARDIES TO SCHOOL:

- Students are required to be in their 1st period classroom by the first bell at **7:48am**.
- Tardy to school is excused for the same reasons as absences.
- Missing the school bus will not be considered an excused tardy.
- Students are allowed one personal vehicle problem per semester.
- Unexcused tardies may result in disciplinary action.
- Any exceptions to the tardy policy will be reviewed by the administration.
- After 20 excused tardies, a doctor's excuse is required for each successive tardy.

PLEASE REFER TO THE ECBOE WEBSITE FOR ANY FURTHER INFORMATION OR CONTACT THE SEHS MAIN OFFICE AT 334-285-4263 FOR QUESTIONS.

