

### Leesville Road Attendance Guide for Parents/Guardians and Students

Scenario	Solution
My student is late to school.	When a student comes in late, they will report directly to their first period class, if before 7:45. If the student has a note or a parent/guardian is accompanying them, they can go to the attendance office to sign in and get a pass to class.
My student missed an entire day (or more) of school.	<p>A phone call to the school is not required. Upon return to school, the student should arrive with a note from the doctor/dentist or parent &amp; turn it into the attendance office. The note should state the reason for the absence, the day(s) missed, a parent's signature, &amp; daytime phone number in case we have questions or need more information. Wake County Board Policy requires that notes to excuse an absence be submitted within <b>TWO DAYS</b> of the student's return to school. Failure to do so will result in the absence being permanently marked unexcused.</p> <p>Per policy, absences can be excused for the following reasons:</p> <ul style="list-style-type: none"> <li>-Illness or injury</li> <li>-A death in the family</li> <li>-Medical or dental appointments</li> <li>-Court administrative proceedings</li> <li>-Religious observation</li> <li>-Educational opportunity</li> </ul>
My student needs to leave early from school.	<p>Please have your child bring in a parent/guardian note first thing in the morning before school starts to the attendance office. <b>The note must have the time your student needs to check out and a phone number where a parent/guardian can be contacted.</b></p> <p>The attendance office will call to verify the student's release from school. The note will become the pass for the student to leave class at the specified time. The student will return to the attendance office to sign themselves out and receive a yellow early release pass.</p> <p>The student will meet you outside or drive themselves off campus.</p> <p><b>Parents may not check students out via phone calls or emails to the attendance office</b>  <b>If you do not have a note to leave early you must come to school to check your student out.</b></p>
I will be picking up my student from school early.	If you are picking up your student from school early, please go to the attendance office and have your ID with you. <b>Students may not be checked out of school after 1:45 pm</b>

My student has to miss school for an educational reason.

Please fill out the request for excused absence for educational reasons form. You can print out this form on our LRHS website (under Families > Forms). Please turn it in **at least 3 days** in advance of the trip. If/when the principal approves it, then it can be entered into PowerSchool. If you do not turn in this form or it is not approved, it will be entered as an "unexcused absence".