

CHS OFF-CAMPUS PASS & ATTENDANCE PROCEDURES

1. OFF-CAMPUS PASSES ARE ISSUED IN THE ATTENDANCE OFFICE.
2. PARENTS/GUARDIANS MUST CALL THE MORNING OF/OR AT LEAST 3 HOURS PRIOR TO THE REQUESTED RELEASE TIME.
3. IF A PARENT IS REQUESTING THEIR STUDENTS RELEASE DURING A SCHEDULED P.E. CLASS, THERE IS A POSSIBILITY OF A DELAY
4. ALL STUDENTS MUST BE PICKED UP AND SIGNED OUT IN THE ATTENDANCE OFFICE BY PARENTS/GUARDIANS.
5. A VALID PHOTO ID MUST BE PRESENTED AT TIME OF STUDENT PICK-UP.
6. IF A SIBLING IS PICKING UP A STUDENT THEY MUST: BE 18 YEARS OF AGE OR OLDER AND ON THE RELEASE AUTHORIZATION FORM IN PARENT CONNECT
7. PARENTS ARE REQUIRED TO CLEAR ABSENCES WITHIN 5 DAYS OF THE OCCURRENCE. A STUDENT IS CONSIDERED TRUANT IF THE ATTENDANCE RECORD SHOWS ANY OF THE FOLLOWING: UNCLEARED ABSENCES, CLEARED BUT UNEXCUSED ABSENCES, MORE THAN 30 MINUTES UNEXCUSED TARDIES, OR A CLASS CUT. IN THESE INSTANCES YOU MAY RECEIVE A NOTIFICATION OF TRUANCY LETTER GENERATED BY THE DISTRICT IN ACCORDANCE WITH EDUCATION CODE SECTION 48260.5 TO INFORM YOU OF THESE INFRACTIONS.
8. ALL ABSENCES MUST BE CLEARED IN PERSON, BY TELEPHONE (327-1062) OR BY THE EMAIL LINK LOCATED ON THE ATTENDANCE PAGE. PARENT HANDWRITTEN NOTES ARE NOT ACCEPTED.