



Student Attendance Procedures

- **Full Day Absences (X)** – Parents/guardians must notify the school by texting 385-217-3446 **by the first period of the day** with the reason for the absence to excuse the absence..
- **Late Arrivals (LA)** – Students arriving at school after 8:05 **must check in** at the **Attendance Office** in the **East Lobby** before going to class. A parent/guardian must excuse the late arrival **at the time the student arrives at school** by either calling or texting. Students must check in even if they are arriving on time for a non first period class.
- **Early Check-Outs (DE)** – Parents/guardians must text/call ahead or come into the Attendance Office through the east lobby entrance to sign out their student. If a student returns later that day, they must check back into the attendance office before going to class. **Students that fail to follow these procedures are at risk of being marked truant.**
- **5+ Min Tardy (XT)** - Students that are 5+ minutes tardy to any class must report to the attendance office to check in. They will receive a hall pass to their scheduled class and end their pass upon arrival. **Parents/guardians may not excuse a student's tardies between classes.** Students with 3 or more XT must serve 30 minutes detention each.
- **Truancy (S)** - Once a student arrives at school, if they are found in non-approved locations or leaving class or school without permission, they are considered truant. **Parents/guardians may not excuse a student's truancy.** Students with truanies must serve 0.5 hour of detention for each truancy.
- **Tardy (T)** - Students that arrive to class less than 5 minutes late. Students may work off their tardies by serving 15 minutes of detention. **Parents/guardians may not excuse a student's tardies between classes.**

All excusals must be made at the time of the absence, or late arrival. Parents/guardians may notify the school in advance whenever possible. To excuse an absence, late arrival, or early check-out, please:

📱 **Text:** 385-217-3446

📞 **Call:** 801-327-8724 - ask for the Attendance Secretary

If an absence or late arrival is not excused at the time of the absence/late arrival, families may still request consideration by submitting an **Attendance Appeal Form within 10 school days**. Appeals will be reviewed within 7 school days.

Attendance Appeal Form: <https://forms.gle/R6MaTnBuwL8zDYRR7>



Students Late to Class Procedure

- When a student arrives to any class late, they must follow these procedures:
 - If they arrive during the first 5 minutes of class, check in with the teacher and verify with the teacher that they were marked tardy (not absent).
 - If they arrive after the truancy bell, go back to the attendance office in the east lobby and get a late to class/school hallpass, then go back to class. Once they arrive at class, end the hall pass using the classroom kiosk or ask the teacher to end the pass.
 - If the student's class requires a bus for transportation, check in at the attendance office to check in and request a ride.
- Students not following these procedures may result in a truancy on their record.
- If the situation was out of the student's control, they may submit an attendance appeal: <https://forms.gle/83fBSwZiqGdD8hoR7>

Late Bus Arrival Procedures

When a bus arrives to school late, the following procedures must be followed in order to excuse student tardies.

- The bus driver will contact the attendance secretary to inform her the bus will be late.
- The attendance secretary will have a stack of excused tardy slips for late bus, a time stamp, and a paper for students to write down their student # and name
- Students will report to the Attendance Office in the east lobby to write down their student # and name, pick up a time stamped tardy slip, and head to class.
- Students will be allowed up to 4 minutes from the time stamp to go to their locker, bathroom, or other in between class needs and arrive at class.
- The attendance secretary will submit the excused tardy (ET) in the powerschool attendance.
- If a student does not arrive to class, the teacher or hall monitor should inform the attendance secretary by texting 385-217-3446.