

## **GREAT NECK SOUTH HIGH SCHOOL ATTENDANCE PROCEDURES**

We recommend that you inform the Attendance Office at Great Neck South High School about your child's absence, lateness or early dismissal by phone at 516-441-4815.

Please call as soon as you realize your child will be absent, late or need an early dismissal. Information received after 2:00 may not be reflected in the student's record on the same day.

Please be reminded:

1. A parent or guardian, who is listed on your child's emergency card, must call the Attendance Office to arrange for early dismissal. Parents are directed to wait in their vehicle for their child. Their child will then be called out of class and asked to report to the Attendance Office to receive a pass. Your child will present the pass to the security guard before exiting the building.
2. If your child is late to school, he or she should "tap in" with their student ID card then go directly to class. Please note, they will be marked late by their teacher.
3. If your child is absent from school and/or class for a doctor appointment, a note from the doctor is required upon their return to school. If a note from the doctor is not received, the absence will be marked as an illegal absence.
4. If your child is leaving and returning (for instance for a doctor appointment), they should sign out with the Attendance Office to receive a pass to present to the security guard before exiting the building. Upon their return, they should sign in with the Attendance Office then go directly to class.
5. Students who drive to school need parent permission to leave school during the day and may not return during the school day once they have left. If a student with driving permission has to leave school and return, he or she must be picked up by a parent or guardian.
6. Students with parking privileges who are signed out of school early will only be permitted to take another student off campus with them with written consent from both parents.

If you have any questions or concerns, the Attendance Office can be reached by phone at 516-441-4815.