

ATTENDANCE REMINDERS

Students that **are absent for any reason (full day or partial)** will need a parent note (no more than 5 absences per semester are allowed) or a note from the doctor to be excused, this includes checking in late and checking out early. Parent notes must state the reason for the absence. Students may drop the note off in the front office or parents/guardians may email Amy Faught at AFaught@dcstn.org.

3 or more unexcused absences starts the truancy process. 5 unexcused absences will be reported to juvenile court.

All notes are required to be turned in during the 9 weeks the absence occurred.

Missing the bus, car trouble of any kind, and personal business are not an excused absences.

A full day absence is recorded if a student is not in attendance for more than half of the school day.

Students that get sick at school must see the nurse before checking out.

Doctor notes will be required after the 5th absence per semester.

15 total excused or unexcused absences – Prom privileges will be revoked.

18 total excused or unexcused absences – seniors will not be permitted to walk at graduation. This will include check in and check outs that are for more than ½ day.

3 Unexcused check ins/check outs – lunch detention

4 Unexcused check ins/check outs – lunch detention 2 days.

5 Unexcused check ins/check outs- ISS

10 Unexcused check ins/check outs – 3 days at NDA

We do not check out student drivers over the phone. Students MUST have a note turned into the front office before 7:55 to be added to the checkout list. If a note is not received someone will need to come to the school to sign the student out.

Driver License Permits - DMV requires a truancy form for permits. Students need to request one from the front office no earlier than the week they will be going for the test. Parents do not need to request for the student.

Bus passes require approval from the bus garage (615-740-5970). A parent/guardian must get prior approval. We cannot issue a pass from the front office without their approval.

Please refer to the CWHS Student Handbook for more detailed information or contact Amy Faught at 615-740-6000 or email AFaught@dcstn.org with questions.

