



ATTENDANCE PROCEDURES

1. Fill out the form and have your student bring it to the attendance office (102A) **BEFORE 8:30am** at the start of the school day of the early dismissal.
2. Your student will then receive an "Early Dismissal Slip" to leave class and meet you in the front office reception area at the designated time. This will prevent us from having to call into a classroom and disrupt that teacher and those students. You will need to come inside the school building to sign your student out. If your student drives themselves to school they will still need to come to the front office and sign themselves out.
3. If you are scheduling appointments for your student during their ILT or Lunch Time then it is imperative that your student have their early dismissal pass to come to the front office. At Lucy Beckham, students are given many choices of where they can spend their time during lunch and ILT, so please make sure they know to come to the front office. If you did not send in the attendance form and your student does not have the early dismissal pass then you can expect to spend an extended period of time in the front office waiting for them.
4. If your student is leaving for an appointment and returning to school after the appointment they will need to come to the attendance office (with medical notes) so that they can be excused from the classes they missed. If they do not return to the attendance office then we have no idea which classes to excuse them from.
5. If your child would like to have early dismissal then they must be dismissed before 3:00pm. After 3:00pm we are setting up for the carpool line and you may not have access to the parking lot in which case you will have to wait in line to pick your student up with the rest of the school during normal dismissal.