



CVHS ATTENDANCE TIPS
FOR PARENTS AND STUDENTS
GRADES 10-12

If your student is absent, tardy or needs to leave early from school, it is very important to call our attendance office at **586-723-2399**. This is a 24 hour, 7 days a week hotline number. Students may not call for themselves, even if they are 18 years old.

- **Late for school**
 - Parent should call the attendance office, press 3, and follow instructions.
 - When the student arrives to school, they must to report to the attendance office for a late pass.

- **Early dismissal**
 - A parent must call attendance number and leave the student's name, grade, reason, and dismissal time. The attendance office will then prepare an early dismissal pass.
 - It is the student's responsibility to pick up the pass before school or in-between classes. Current school year ID must be shown to receive pass.
 - At their dismissal time, they need to give the pass to the security desk by "A" doors upon leaving school. At that time, they can let the security guard know if they are leaving from a different door (to the student parking lot for example).

- **Immediate release**
 - Please call the hotline and press 4 to speak to an attendance clerk.
 - PLEASE NOTE: We do not recommend that a parent leave a message on the hotline.

- **Returning to school** from the early dismissal.
 - Students must report to the attendance office. This is important to record their time of return and receive a pass to return to class.

- **Illness** during the school day, students should inform their teacher and then report to the school clinic.
 - Per the Student Code of Conduct, the use of a cellphone in a classroom is prohibited and can result in disciplinary action for your student.
 - The health aide will contact the parent or another approved emergency contact for approval to dismiss the student.
 - A dismissal pass will be given to the student.

Please remember that students are allowed only 10 absences, per class, per semester. If your student has been seen by a doctor, please bring any medical notes to the attendance office. Their absences will be marked as "medical" and will not be counted within those 10 absences.

Any questions or concerns, please feel free to contact the attendance office at the above number.