

BERRYHILL ATTENDANCE NEWS

All tardy students and early dismissals will be handled in the FRONT Office.

Early Dismissal :

If a student must leave school before 3:15 p.m. follow this procedure:

1. **Parent /Guardian:** Write a note for student's dismissal. Include the student's full name, dismissal time, the reason for early dismissal, and a daytime phone number for verification. If someone other than the parent is picking up the student please make sure they are listed as a Emergency Contact and include their name in the note. The parent should meet the student in the Front office where the official sign out will be handled.
2. **Student** shows the note to the teacher from whose class they will be dismissed. Student should show the note to their teacher before class begins.
3. If the early dismissal is for a doctor's appointment, the student should bring the doctor's note to the Front Office the following day or when they return to school on the same day.
4. The close of our school day is busy. Please do not request an early dismissal after 2:30 pm.

Following these procedures will save you time and help to minimize disruption to instruction. Scheduling an appointment before or after school is best. In the rare case this cannot be done, we will call your child out of class.

Please NO dismissals after 2:30 pm

Berryhill School Attendance Policy

[Click Here](#) to report your child's absence and specific reason for the absence to the [Attendance Office](#).

- **Regular attendance and being on time are extremely important throughout the entire school year.**
- **Frequent absences or tardies will greatly interfere with your child's learning.**
- **Students are expected to be in school except in the event of an emergency or for reasons explained below.**

Excused Absences

- CMS Approved Religious Holidays
- Court or Administrative Proceedings
- Death in the Immediate Family

- Doctor/Dentist Appointment
- Personal Illness or Injury: specific illness or injury must be communicated

Parents cannot call in an absence for a student.

A written note or email must be sent to the school in order for the absence to be excused.

All absences are unexcused until a note is received by the Attendance Office.

Unexcused Absences

- No written or emailed note received by the Attendance Office
- Inclement weather
- Car trouble
- Missing the bus
- Oversleeping

Tardies

- Parents are required to sign a tardy student in at the Front Office
- Tardies are unexcused except for the following reasons:
 - Doctor/Dentist Appointment
 - Court or Administrative Proceedings

Reporting an Absence by Note

- When a student returns to school after an absence, a note must be brought to school
- The note must be signed by the parent/guardian
- The reason for absence must be on the note
- The student's first and last name must be on the note
- The note must be turned into the Attendance Office (**Ms. Debbie Shaw**)

Reporting an Absence by Email

- Use the link at the top of the page to report your child's absence
- The reason for absence must be on the email
- The student's first and last name must be on the email

Reporting an Absence by Fax

- A note can be faxed to (980) 343-6100, **attention Ms. Debbie Shaw.**
- All guidelines for the note must be followed (see above)

If you have any questions, [please email our Attendance Office.](#)