

Late Arrival Attendance Procedures:

Students arriving late to school need to sign in at the Attendance Office accompanied by a note from a parent or guardian. The Attendance Office is located across from the main office. Arriving late without a note will be automatically marked as unexcused. In order to mark the attendance correctly, please provide a note explaining the reason why the student is late. **Passes given by security does not excuse your child's absence.**

Scheduled Late Arrival Students:

Students who are scheduled with late arrival need to proceed to their next class upon arrival. However, if they are late to their proceeding class, they need to also sign in at the attendance office accompanied with a note.

Early Dismissal Attendance Procedures:

Students who are leaving early from school, need to provide the Attendance Office with a note from a parent or guardian. Please provide a phone number in the note as the Attendance office will call to confirm the student's pick up. Once confirmation is received, the student needs to sign out and pick up a green pass to leave the building. **Students will not be allowed to leave without a green pass.** Otherwise, parents/guardians will be required to come in and sign out their student from the building at the Attendance Office.

Emails are also accepted:

Email the Attendance Office at: wmattend@3villagecsd.org

Please include: Student Name, Grade, Time (of pick up), Location (of pick up: gym doors/auditorium doors/main office), and Reason (for early release).

*Students who are **scheduled** with early release must provide their schedule for security upon exiting the building.*

Any questions regarding the attendance procedure, please call the Attendance Office at 631-730-4930.