



Carolina Forest High School Attendance Procedures for Students



Sign In/ Sign Out Procedures

1. Students who arrive on campus between 8:20 and 9:03 are to report directly to their first period classes.
2. Students who arrive on campus after 9:03 are to report to the attendance office, located in the main office, to sign in. **This applies even if the student arrives on campus during a change of classes.**
3. Students who need to leave school before the end of regular dismissal are to bring a note from their parent/guardian to the attendance office by 8:15. Students will not be written a tardy pass if they fail to bring their notes to the attendance office by 8:15. This note will be verified by phone and then a note to sign out will be delivered from the attendance office to the student. **When it is time for these students to leave, they are to go by the attendance office and sign out.**
4. It is the responsibility of students to abide by these regulations and to make sure that their parents/ guardians follow these procedures.
5. Failure to follow these procedures will result in a discipline referral and an in-school suspension assignment on the first offense. **Warnings** will not be given.

Procedures to Follow After an Absence

1. After an absence, students have three school days to bring a note from their doctor or Parent/Guardian
2. This note should be brought to the attendance office before 8:15 AM.
3. Failure to bring this note will result in a discipline referral and an assignment of ISS. Warnings will not be given.

PLEASE READ AND POST IN ALL CLASSES.