



ATTENDANCE OFFICE – Frequently Asked Questions

Attendance Office hours are from 7:15 AM – 3:15 PM, the secretaries are Robyn Dahl & Deb VanCleave.

When my student is ill, whom do I call? *You call the Attendance Office at 850-6050. Because of the number of calls coming in, it is possible that you will receive voice mail. Please leave a message (include students name, ID number and grade level) as we retrieve messages all day. You may leave a message on the line 24 hours a day.*

How long do I have to call in my student's absence? *According to building policy you have **48 hours** (from time of absence) to call in. After this time, the records are uploaded and they are no longer accessible to be changed on your students' transcripts. Calling in on the day of the absence is greatly appreciated.*

If my student is going to be late to school, what is the procedure? *If your student is going to be late, you need to call the Attendance Office at 850-6050 **PRIOR** to your student arriving at school. When the student arrives, we will send them to class with an excused absence if they are more than 5-minutes late to 1st hour OR a tardy if they are within 5-minutes of being late to 1st hour. If we do not receive a call prior to their arrival, the absence will be listed as unexcused. You have 48 hours to excuse the absence.*

What do I do if I know ahead of time my student will not be in school? *If your student is not going to be in attendance for either one day or an extended period due to vacation or college visit, they should pick-up a **Pre-Approved Absences Form** from the attendance office, fill out the form and then return it **PRIOR** to their absences. If your student is not going to be in attendance for medical reasons, you may call the Attendance Office at 850-6050 prior to the absences and we will record the absences as excused. When your student returns to school, they should bring proper documentation from the physician to the Attendance Office and the absence will be changed to a medically exempted absence.*

What is the procedure for students who are leaving/checking out during the school day? *If you are picking up your student, come to or call the Attendance Office or have your students bring in a note and we will get a pass for your students to leave the building. If the student is driving him or herself, you **MUST CALL PRIOR** to the time they are scheduled to leave so they can get a pass from the Attendance Office. This also insures their absence is excused. If you have arranged for someone else to pick up your student, please call and inform us so that we can release your student to this person. **Any student who leaves the building must sign out through the Attendance Office before leaving school grounds.** A student who leaves and has a parent call **after the fact** is considered unexcused and consequences will follow.*

***** Grand Haven High School is a "Closed Campus". Students may not leave without prior permission, this includes lunch. *****

What if I need to get a message to my student during the school day? *Messages are only delivered to students for emergency purposes. Please call the Main Office at 850-6000 and we will take your message. Messages are only delivered twice daily, at 10 AM and 2 PM. If you call after 2 PM, we cannot guarantee that the message can be delivered prior to the end of the school day. **Please do not call and/or text message your student on their cell phone during school hours!***

What is the procedure for a student riding the bus home with another student? *Bus passes are for emergencies only and must be approved by the student's parent/guardian in advance of being issued the pass. Transportation will not be provided for social activities (i.e. parties, social functions, work, go home with a friend, etc.).*

If my student needs to leave school but cannot reach me, what is the process? *Whenever a student needs to leave school, the Attendance Office uses all the Emergency Contact phone numbers that have been provided by the parents to verify to whom your student may be released to. If a contact cannot be made using all the given numbers, the student must remain in school.*

How do I make a change on my student's Emergency Contact information? *We ask that all changes to the emergency contact information be done by the parent/guardian by contacting **Patty Remondino, Registrar at 850-6028.***

If my student needs to reach me during the school day, how can he/she contact me? *Students are asked to come to the Attendance Office between classes or during their lunch period to phone you. During class time, a student needs a pass from their teacher to use the phone. Students **MAY NOT** call to go home from a classroom phone or personal cell phones.*

How are work permits handled? *We have work permits in the Student Services Office for both 14-15 and 16-17 year olds. Permits must be taken from the school to the employer. Once the employer has completed their part of the form, the student then fills in their appropriate section. The last step in the process is for the student to bring the permit back to the Student Services Office where an issuing officer will sign, authorize and copy.*