Leaving School Early:
*Early checkout from school is discouraged.* Students and parents should try to arrange medical and other appointments after school hours. **Faxes are NOT accepted for any dismissal.**

You must notify the attendance office ahead of time by sending a note to the attendance office, calling 678-594-8190 ext.3, or emailing lotis.marchbanks@cobbk12.org. Sending in a note before school in the morning is the most **efficient and preferred** method of notification. ALL notes should always include:

- Student's first and last name
- Dismissal time and date
- Reason for the early dismissal
- Parent’s name, phone number and signature

*Parents should expect a call from the school for verification of the note. Students will not be release if notes are unverified. In the event, that a parent cannot be contacted for verification, the parent must come to the front office and check student out in person (please have your ID ready).*

**Checking out a student in person** is the most time consuming for parents, and it could result in a 15 to 20-minute wait while Attendance sends a student runner for your child. **The latest we can send for students for dismissal is 3:15.**

**Check-out Due to Illness:** If a student becomes ill during the day, he/she should ask their teacher for a pass to the clinic. The nurse will contact the parent if the student needs to be dismissed from school. The parent will come in to check the student out in the Attendance Office.

*NOBODY should leave school campus without checking out through the attendance office.* *If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as skipping class, and disciplinary action will be taken.*

**Tardy to School/Class:** If the student arrives after 8:20 a.m. and is unexcused, report to the Attendance Office or closest L.A.S. station to check in. If the student arrives after 8:20 a.m. and is excused, report to the Attendance Office to submit a note. Failure to check-in or continued tardies will result in disciplinary action.

**Ride Share (Uber, Lyft, etc.):** As per policy, a parent/guardian must provide, in writing that an Uber/Lyft driver (student 18 or over only), taxi driver, relative, friend, etc. is coming in their place to pick their child up from school. Written documentation must contain the name of the person signing the child out. The person picking the student up must come inside and show ID to sign the student out.

For more information on excused and unexcused absences please access:

- KMHS Student Handbook
- JB-R Student Attendance