

DOBSON ATTENDANCE

Making sure that your student attends school each and every day is one of the best ways to ensure their success in high school. Attendance is a remarkable indicator of success in school. Chronic absence, conversely, is often related to student disengagement, failing courses, and dropping out of school. The simple truth is: we need our students in class and prepared to learn.

We have **TWO** message lines to serve our Dobson families, and we work diligently to get the messages in a timely manner. The message lines numbers are by last name and are:

A-L: (480) 472-3002

M-Z: (480) 472-3003

Frequently Asked Questions in Attendance

Who can call in for my student if he/she is absent?

Parent and guardians are the only people that are allowed to call students in. Any other calls may be referred to school administration.

If my child is sick, how do I let the school know?

If your child is going to be absent – please call the designated line for absences listed above. Please speak clearly, leaving your child's name, (spelled out) and 6 digit student ID number and reason for their absence. Calls must be received within 24 hours of an absence. After 24 hours, the absence may not be excused.

How do I get my child's homework if they are out sick?

If your child is out of school more than one day, you can request homework to be provided when you leave your message with attendance, or you can call the Dobson front desk at 472-3000. We request at least a 24-hour notice for homework requests so teachers have time to fill them.

What do I do if my child is going to be late to school?

Parents must accompany their child into the office and sign them in so that the student receives a pass to class.

If your child has a doctor's note, you do not have to walk your student in. Have your student bring the doctors note to the attendance office. Your student will automatically get a pass to class from the office.

If your child is late to school without a parent or doctors note, they will be sent to sit in the sweep room for the remainder of the class period.

How long do I have to call my student in after his/her absence?

Parents/guardians must call in a student's absence prior to the absence or up to 24 hours after the absence. After the 24 hour mark, the absence will be coded as "unexcused."

How do I get my student out of school early if they have an appointment?

Please call the main attendance line listed above. Clearly leave your child's name (spelled out) and 6 digit student ID number and the desired time of the release. Please call **at least 60** minutes before the release time to insure that your student gets out when needed. Your student must stop in the attendance office for a time stamp on their pass before leaving campus and check back in upon returning to campus.

When signing out your student, please bring in a picture ID of yourself. We will have you sign the sign-out log before leaving with your student.

Underclassman **will not be permitted** to leave during their lunch time unless a parent comes in to the office and signs their student out. Student must leave with their parent.

Can my child go off campus at lunch time?

For the safety of your child we have a CLOSED CAMPUS. Only seniors in good standing are permitted off campus during their lunch time. All underclassmen need to have a parent come in to the office with a picture ID and sign them out in the sign-out log if they would like to take them to lunch.

Underclassmen need to be walked off campus with their parent during the lunch period. Because of the difficulty locating students at lunch, we request that you call the early release line at least thirty minutes prior to your students scheduled lunch so that they can meet you in the attendance office. If the student's lunch has already started we are dependent on the parent to contact the student using their cell phone. The student should meet their parent in the Attendance Office.

What if my child needs to leave campus, but I cannot come get him/her?

Parent or guardian may request that their student be picked up by another adult (over the age of 18). Please call the early release line (472-3002) at least 60 minutes prior to the desired release time. The person picking up the student must show ID and match the name given to the attendance clerks. Underclassmen may not leave during lunch without being signed out at the front office by parent, guardian, or parent requested adult.