

# HHS Student Absences

## Absences

- Provide a note, excuse card, or email regarding the reason for the absence within 3 days following the absence.
- Any absences 4 or more consecutive days require a doctor's note.

## Late Arrivals or Early Dismissals

When arriving late to school, please:

1.

Stop in the Franklin/Buchanan Office to sign in for the day.

2.

Provide a note, excuse card, or email regarding the reason for the late arrival.

If you have a **planned** early dismissal, please:

1.

Bring in a note, excuse card, or email regarding the reason for the dismissal.

2.

Come to the office to sign out before leaving the building.

- a. If a student is being picked up, a parent/guardian must come in to sign them out.
- b. If a student is driving, that student must come to the office to sign out before leaving the building.

If an **unplanned** early dismissal occurs, please:

1.

Provide permission from a parent/guardian in writing or by phone for administrator approval.

2.

Come to the office to sign out before leaving the building.

- a. If a student is being picked up, a parent/guardian must come in to sign them out.
- b. If a student is driving, that student must come to the office to sign out before leaving the building.



Communication from the parent and administrator is needed before leaving the building.

## Students Off Campus

Juniors and Seniors who participate in Senior Option, Dual Enrollment, or School to Work experiences must sign in and out using the high school's scan in and out system.

## Pre-Approved Absences

Absences for educational reasons, college visitations, and family trips require the completion of a Pre-Approved Absence Form. The form, posted on the website or from the grade level attendance office, should be submitted at least five days prior to the absence.

## Attendance & Powerschool

**Daily attendance** is taken in first period class. Students who are not in class when attendance is taken will be marked **ABSENT** from school.

- When a student is absent from Period 1, an automated call is sent to families for notification.
- Please notify the Attendance Office if this is an error by calling 717-898-5500.

**Period attendance** is taken for Periods 2, 3, 4, and WIN. Students who are not in class when attendance is taken will be marked **ABSENT** from class.

- If a student is attending a field trip or some other approved school activity, they will be marked absent from each class period if they are not physically present in the classroom.



## Attendance Contacts



9th & 10th Grade Attendance  
buchanan\_attendance@hempfieldsd.org



11th & 12th Grade Attendance  
franklin\_attendance@hempfieldsd.org