

PROCEDURE FOR RELEASING STUDENT FROM CLASS

PREFERRED METHOD OF RELEASE

- Email 24 hours in advance

PARENT AUTHORIZATION PICK UP

- The attendance office/main office cannot interrupt a class unless the parent signs the Parent Authorization Pick Up form
- Parent can come to the main office with picture ID to pick up the student at any time for any reason and also Parent Authorization Pick Up form can be used in urgent situations

YELLOW ATTENDANCE SLIP to release student from class

- Yellow attendance slip should be picked up by student before school, during lunch or passing period at the attendance or main office to be taken to teacher
- Student will need note, email or voicemail from parent to obtain yellow attendance slip
- Voicemail on the Absence Line at (505) 663-2511 at least 2 hours **BEFORE** the class
- The student cannot be released after the class has already started unless using the Parent Authorization Pick Up form
- Please give ample time for the voicemail/ email to go through by calling/emailing ahead, 2 hours is suggested
- It is not advisable to drive up into the parking lot and text the student out of the class

NOTE FROM HOME

- Note can be used in any situation: an entire day, partial period or whole period
- Note should be taken to the attendance office before the class begins
- Note from home can be used to excuse a prior or future day

PROCEDURE FOR STUDENT RETURNING TO SCHOOL

- Returning student should come to the attendance/main office and get an attendance slip to go back to class
- When returning during passing period the student can go to the next class directly
- When returning from a medical appointment the student should bring a medical excuse so the attendance office can medically excuse the absence to save the parent codes.