



Welcome to Jasper

Attendance Sign Out Policy

Dear Parents:

If a student must leave school during school hours, a note from the parent or legal guardian must be sent to the Attendance Office the morning of the appointment. A pass will be issued by the attendance office for the student to leave the classroom.

Approval from the Attendance Office is necessary before the teacher can allow the student to leave the class. The student **MUST** show their pass to the teacher so they can be dismissed at the stated time.

The parent note should have the following:

- Full name of the student
- Student ID#
- Time the student is leaving
- Reason for leaving
- Parent signature

Please see your student handbook for further attendance information.

Thank you!

Teresa Brown
Attendance Clerk