

FHS Attendance Q & A

1. **How do I check my student out at FHS?**

Two options:

A. Send a note with your student so they can sign out in Attendance and get a pass to leave

B. Come in to the reception desk and sign your student out.

(Option A is the fastest and easiest)

2. **Do I have to come inside to check my student out?**

Not if you use option A above, your student can meet you outside or drive themselves.

3. **Can I give permission for my student to leave if they don't feel well?**

Always send your student to the nurse. The nurse will contact you for permission to allow your student to leave.

4. **What does my student do if they are late to school?**

Students must **always** check in (or out) at the Attendance Office - whether or not they have a note.

5. **Do I need to call FHS if my student will be absent?**

No need to call unless it is an extended absence. Please send a note with your student upon returning to school.

6. **What should I do if my student is marked absent in a class period but they were actually present?**

Your student needs to talk to the teacher that marked them absent about making a correction.

Only the teacher can make this correction, the Attendance Office cannot make changes without permission in writing from the teacher.

7. **How can my student obtain a Verification of Enrollment for their driver's license?**

Your student can come to the Attendance Office to sign up for a VOE.

VOE's are usually ready the same day for the student to pick up.

8. **My student is visiting a college campus - is that excused?**

Juniors and Seniors are allowed two college days. College day forms are available in the Attendance Office and should be filled out before college visits take place. Documentation from the college is also required.

9. **How many final exemptions do students get?**

Standard Exemptions (for Attendance and Grades)

Freshmen - 0

Sophomores - 1

Juniors - 2

Seniors - 3

10. **What absences count toward final exemptions?**

ALL absences count toward final exemptions except school business, medical and college days for juniors and seniors.