# Attendance Office Procedures

**Attendance questions should be referred to Mrs. Marie Vincenty, Attendance Secretary at 240-740-1561.**

**Late Arrivals**
- **School begins promptly at 7:45 a.m. If your child arrives after the 7:45 a.m. bell has rung, and has a tardy note, the student must sign in at the Attendance Office. If the student does not have a note, they may proceed to their 1st period class within the first ten minutes and will be marked unexcused tardy.**
- **Students must bring a note explaining why they are tardy to school, otherwise the tardy is UNEXCUSED. Missing the bus, over sleeping, or traffic problems are considered UNEXCUSED absences. If a student forgets the note, they have one day to turn it in.**
- **Remember: Three (3) unexcused tardies equal one (1) unexcused absence.**

**Early Departures**
- **If your child needs to be dismissed early, a note must be submitted to the Attendance Office before Period 1 (this helps to expedite the dismissal process). The student will then be given an early dismissal pass. All students must sign out upon leaving. Failure to sign out will be considered an UNEXCUSED absence.**
  - **Please note: If you did not send in a note or your child forgot the note, you must come in at the time of pickup. You may call the main office at 240-740-1500 in advance so we can send a student aide (if we have one) to deliver the note. This takes time.**
- **Illness: Students who become ill during the school day will get a pass from their teacher and then report to the Health Room. Following this procedure ensures accurate attendance reporting and the safety of the student. The Health Room will then call the parent/guardian(s) listed on the emergency contact sheet, if needed. The student then signs out at the Attendance Office. Please discourage your child from using their cell phone to contact a parent to leave school early.**

**Attendance Notes**
**Blank attendance notes are located on the Wootton website under Attendance.**
**All notes for any absences, early departures, or late arrivals must include the following information:**
- **Student's Name**
- **Student ID Number**
- **Student Grade Level**
- **Date(s) of Absence**
- **Reason for Absence**
- **Parent/Guardian's Signature**
- **Parent/Guardian's Daytime Telephone Number**