

Dear Parents,

In an effort to streamline the attendance procedure, we are implementing a new system for parents to sign students in and out of school. The new procedure is as follows.

### Signing into school

Upon late arrival to school, students are first required to stop in the academic office. Parents can either send their child/ren with a note permitting their absence to hand in to the academic office or fill out the [absent/late card online](#) prior to the student arriving at school. Once either has been received in the office, the student will be signed into school.

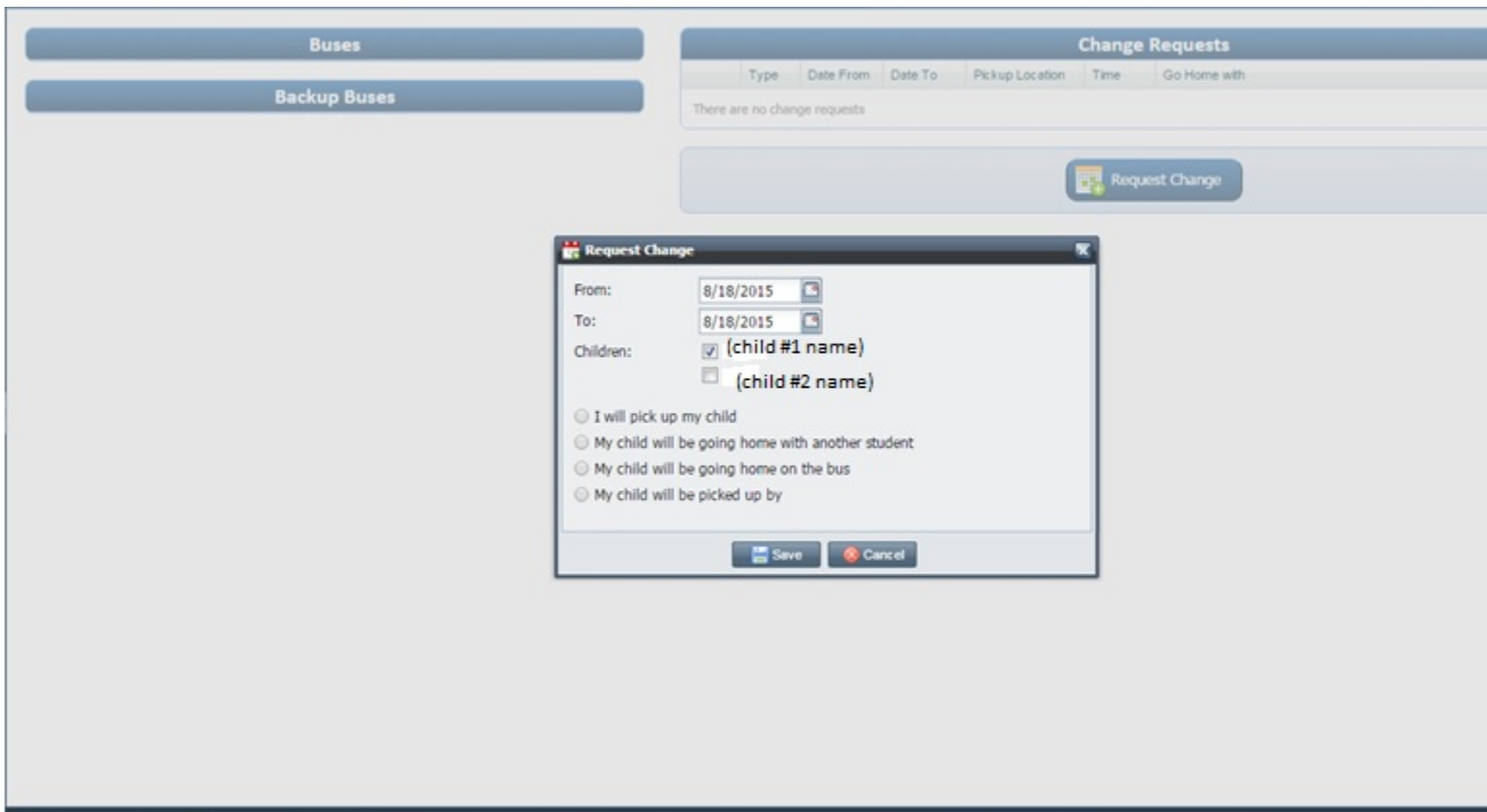
### Signing out of school

In order to leave the campus, every student must stop in the Academic Office and be signed out of school. For an explanation of our attendance policy, please see the parent-student handbook. To sign your child/ren out you must complete the sign out form through the online parent portal which is accessible via your computer or cell phone. In the portal, click on transportation and you will be taken to the following screen:

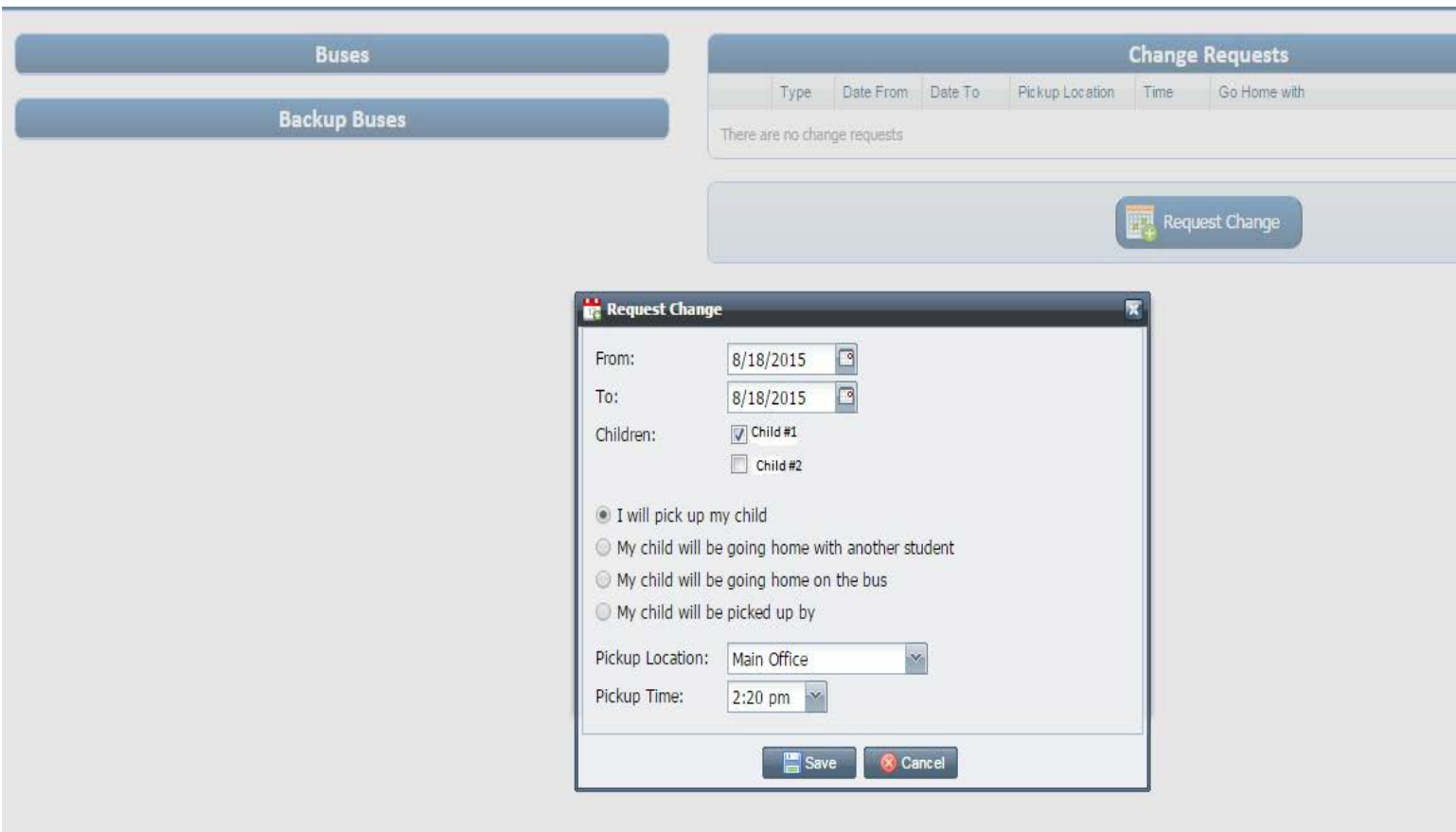
The screenshot shows a user interface with two main sections. On the left, there are two blue buttons: "Buses" and "Backup Buses". On the right, there is a "Change Requests" section. It features a table with the following columns: Type, Date From, Date To, Pickup Location, Time, Go Home with, and Created. Below the table, it states "There are no change requests". At the bottom of this section, there is a blue button with a calendar icon and the text "Request Change".

For sign out purposes during the school day, please ignore the busing column. To sign out your child, please click "request change".

You will be taken to the following screen:



If you have multiple children in the school you can choose to sign out one or more students at this point. Please select the appropriate option and continue to the next screen:



On the above screen, please choose “main office” and a pickup time.

Once you have completed the above screen and clicked “save”, the following screen will come up:



If you need to edit or delete your pickup, please click the pencil icon or garbage icon. Please note, if your child plans on coming back to school and signing out again later in the day, you will need to edit the original request.

Example: Abraham is leaving school at 1pm, coming back at 2 and leaving again at 3. His parent would fill out the change request initially for him to leave at 1. Abraham would sign out in the office before he leaves campus. When he returns to school at 2 he would sign back in at the academic office (no need for parent to call to sign back in). Any time after he signs out in the academic office, Abraham’s parent can go back onto the portal and edit the original request to sign him out again at 3pm. It is important that you do not edit the request until he signs out the first time.

The person picking up the student does not need to come into the school office; however the student must stop in the Academic Office before leaving. We will confirm at this point that the student has been signed out via the portal. If your student comes into the Academic Office and you have not signed them out via the portal, the student will not be able to leave the campus.