

Dear Parents,

In an effort to maintain proper records and accountability, we have established the following system for parents to sign students in and out of school. To ensure proper security and confidentiality we advise parents not to share the login information for the [online parent portal](#) with their child (please note registration, financial aid applications, and parent teacher conference sign up are additional features utilizing the parent portal).

Signing into school

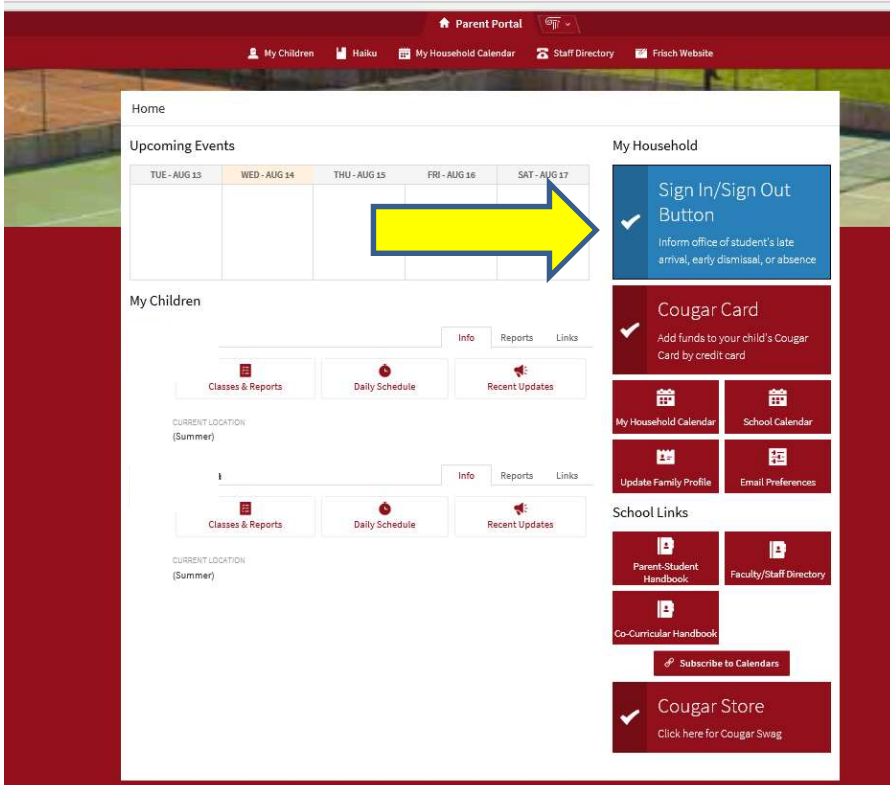
Upon late arrival to school, students are first required to stop in the Academic Office and provide documentation that their parents acknowledge their child's tardiness. Parents can either submit a parental/doctors note, or inform the school via the sign in/out button found on the [online parent portal](#) (instructions below). Once either has been received in the office, the student will be signed into school.

Signing out of school

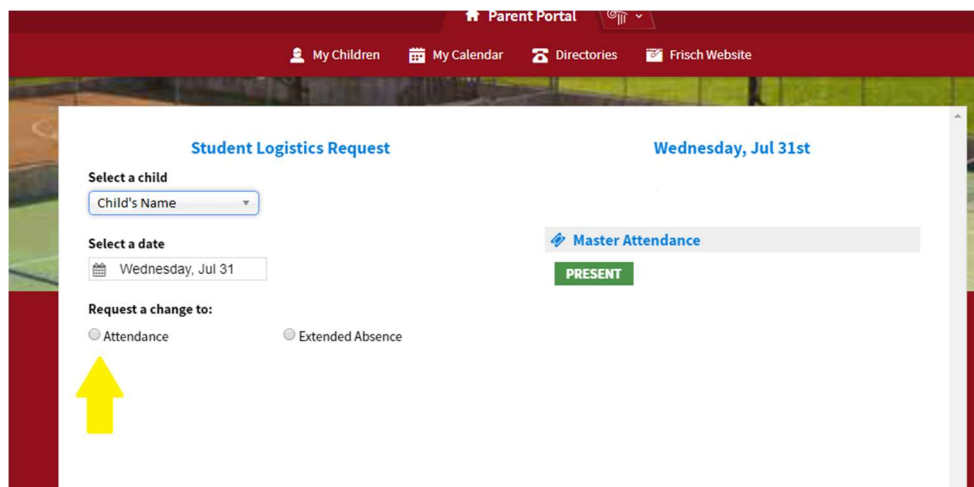
In order to leave the campus, every student must stop in the Academic Office and be signed out of school. For an explanation of our attendance policy, please see the parent-student handbook. To sign child/ren out a parent must either email absent@frisch.org or inform the school via the sign in/out button found on the [online parent portal](#) (Instructions below).

How to sign in/out of school using the online parent portal

In the parent portal, click on 'Student Sign In/Sign Out of School' button:



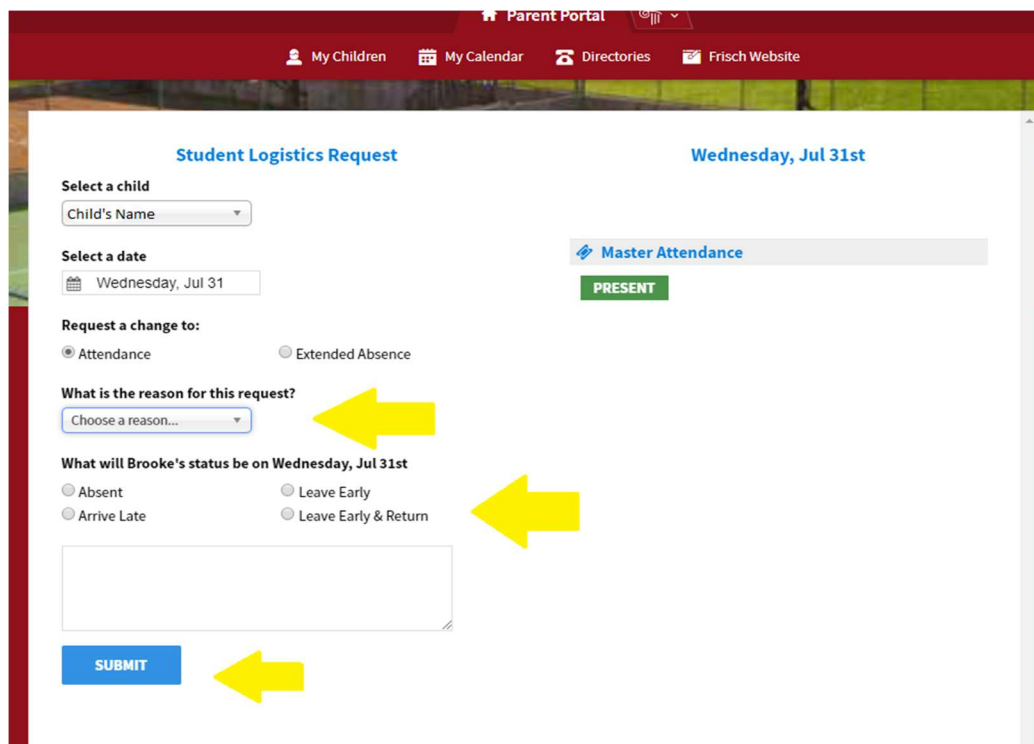
To sign out your child, select a date (the default is the current day), and then “request a change to” and click on attendance. **If you have multiple children in the school, please select which child you are signing out on this screen.** (If your child will be absent for more than one day, select “Extended Absence” and enter the dates.)



The screenshot shows the 'Student Logistics Request' form for Wednesday, Jul 31st. The form includes a 'Select a child' dropdown menu, a 'Select a date' calendar set to Wednesday, Jul 31, and a 'Request a change to:' section with two radio buttons: 'Attendance' (selected) and 'Extended Absence'. A yellow arrow points to the 'Attendance' radio button. To the right, there is a 'Master Attendance' section with a 'PRESENT' button.

When you choose “attendance”, the below options will appear. Please fill out as appropriate and press submit.

Note if you are signing out more than one of your children, a separate request for each child is needed.



The screenshot shows the 'Student Logistics Request' form for Wednesday, Jul 31st, with the 'Attendance' radio button selected. The 'What is the reason for this request?' section has a dropdown menu with 'Choose a reason...' selected, indicated by a yellow arrow. The 'What will Brooke's status be on Wednesday, Jul 31st' section has four radio buttons: 'Absent', 'Arrive Late', 'Leave Early', and 'Leave Early & Return', with 'Leave Early' selected, also indicated by a yellow arrow. A 'SUBMIT' button is at the bottom, indicated by a yellow arrow. A text input field is located below the status options.

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 him or her out via the portal, the student will not be permitted to leave the campus.