
Skyline Attendance Procedures – Parents and Guardians



Please take the time to read through this so you know what to expect with your student's attendance.

PARENT EXCUSAL POLICY:

Excusals may be requested via phone call 385-646-5433 or email skylineattendance@graniteschools.org.

Please be specific with what needs to be excused (date and class periods i.e., all day or 1st-3rd periods).

Parents have FIVE (5) school days from the day of an absence to excuse it. Day-of excusals are preferred and requested, but we understand life happens and things come up. Parent excusals made outside of this time frame cannot be accommodated. If you are leaving on a vacation, please notify the attendance office before your departure to avoid missing the excusal timeframe. The exception to the five day rule comes up at the end of each term. **During the last week of each term, absences should be excused on the day of and will not be extended after the term has ended.**

Please be aware of how many absences your student has. It is district policy that parents may excuse up to SEVEN (7) days in a school year. Medically necessary absences do not count toward the seven days if a signed doctor note is provided within 10 days of the absence.



Quickly call the Attendance Office by using the Skyline High School App! Click on the Attendance Symbol at the bottom of the screen then click on "Call (385) 646-5433" to call the Attendance Office.



TARDY STUDENTS:

Students are considered tardy if they arrive to class between the final bell and 15 minutes late. Once they are 15 minutes late, they will be marked absent.

STREET PASSES:

We understand that life is a juggling act, and that checking out students from school is often necessary. However, when requesting a street pass, please keep a couple of things in mind:

Email or call in the morning –When contacting the attendance office, please include the student's name and student ID number, the time the student will be leaving, if they will be returning (and when that will be, if possible). If you choose to email, please use the email address you have listed as your contact for Skyline so we can verify it is legitimate.

Plan ahead – Please consider that it takes time to check students out of class. If a street pass is requested during a class, it could take ten minutes to deliver a note to a student's classroom, and an additional five minutes for the student to get out of the school. If a runner isn't immediately available, or has several notes to run, it could take 20 or 30 minutes before your student is ready to go. When emergencies come up, we will do our best to be quick and efficient in checking your student out, and we appreciate your patience; however, **street passes do need to be requested before the lunch hour** for this reason. (If you know your student is leaving at lunch for the rest of the school day, a street pass does not need to be issued, but you will need to excuse them from the missed afternoon classes.)

Check in and out- When students have a street pass requested, they pick it up in the attendance office in the morning, during lunch, or between classes. They show their teacher the pass (before class starts, if possible) and are then able to leave campus with that note in hand. If they are returning later in the day, they should check back into the attendance office with their street pass. We will then excuse them from any missed classes and send them to class.

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