

Attendance Q's & A's for Attendance Procedures

Q- HOW DO I REPORT MY STUDENT'S ABSENCE and/or TARDY?

A- For an absence and/or tardy to be considered excused the parent or guardian must either fill out the absentee/tardy form located on the Freedom's website homepage, <https://goo.gl/forms/xf7A4e3FkepchDEH3> or call the attendance line at (703) 957-4309. It is important to do this on the day that the student is absent and/or tardy.

Q- WHAT IS THE TARDY POLICY IF MY STUDENT ARRIVES LATE TO SCHOOL?

A- Students should be in their classrooms by 9:15am They are considered tardy to school if they arrive after 9:15am. Students are allowed (2) "excused" tardies and (2) "unexcused" tardies per quarter.

1. **EXCUSED TARDY**- Parents are to fill out the tardy form on Freedom's homepage, <https://goo.gl/forms/xf7A4e3FkepchDEH3> or send a note in to the attendance secretary with your student. A parent can only send in **two** excused tardy notes per quarter. If your student is late due to a medical appointment, ALWAYS have them bring in a note from the Doctor's office.
2. **UNEXCUSED TARDY**- When a student arrives to school after 9:15am and does not have a medical or parent note (only 2 per quarter) they will have an unexcused tardy.
3. Any student involved in extracurricular activities, including athletics must be in school by 9:30am to participate in after school practices, meetings, events, concerts, and games.

Q- WHAT ARE THE CONSEQUENCES FOR TARDIES?

A- 1st unexcused tardy- warning
2nd unexcused tardy- warning
3rd unexcused tardy- afternoon detention (Wednesdays in the Library from 4:10-5:10pm) - a late bus is available for students who ride the bus.
4th unexcused tardy- 2 afternoon detentions (Wednesdays in the Library from 4:10-5:10pm) - a late bus is available for students who ride the bus.
5th unexcused tardy - Friday school will be assigned (4:10pm-6:10pm)
*Each unexcused tardy after the 5th will result in additional disciplinary action given by administrator.
***Any student that arrives **after 10am** without a parent/doctor note will receive a detention.

Q- HOW DO I REQUEST A PLANNED EARLY DISMISSAL?

A- Parents/Guardians need to send a note in with their student requesting the time of dismissal. The student must turn in the note to the Attendance Secretary as soon as they arrive to school that morning. They will then be issued an early dismissal pass to show to their teacher. Parents/Guardians do not need to come into the building. They can pick the student up outside in front of the school. Students who drive, may leave school on their own with parent permission.

Q- WHAT HAPPENS IF THERE IS AN UNPLANNED/EMERGENCY EARLY DISMISSAL?

A- The parent can do one of three things:

- 1.) Go to the attendance window with your driver's license or state issued ID and sign your student out. The student will be called from their class and it may take additional time.
- 2.) Send an email requesting the student's dismissal. The email address is eaglesattendance@gmail.com. The parent must also call the main office (703) 957-4300 to authorize this type of early dismissal prior to use. Please allow 1 hour for processing.
- 3.) Fax a note to (703) 542-4300. The parent must follow up with a phone call to our main office to confirm the fax was received. Please allow 1 hour for processing.
*Please note we cannot take early dismissals over the phone.

For additional information regarding the Freedom HS Attendance Policy, please go to the Freedom HS web page, <https://www.lcps.org/fhs>, click on Our School, and then click on Attendance Policy. You can also review the Freedom HS Student handbook. Paper copies are available in the main office.

