

Absent to school process

When a student is absent, parents need to call the Absentee Call Line at 571-252--2802, or send an e-mail to hthabsentee@lcps.org for EACH day the child will be absent. Students may not report themselves absent, including students 18 years of age and older. For your convenience, this is a 24 hour answering machine. Please leave the following information when reporting the absence:

Student's name-spelling the last name

Your relationship to the student

Student's grade

Reason for the absence

If a parent forgets to call on the day of the absence, the school will call to inform you that your student has been reported absent. If this was just an oversight, please call the absentee line (571-252--2802), or send an e-mail (hthabsentee@lcps.org) to leave a message with the above information. If for any reason, you feel that this is a mistake, and your student is at school, please call the main office at 571-252-2800.

Early Dismissal Process

Once a student enters school property, he or she is not to leave the property prior to the end of the school day without proper permission. A student wishing to leave school grounds must present a note signed by the parent/guardian to the attendance office *prior to the start of the school day (or upon the student's initial arrival to school)*. Early dismissal notes will be verified by a phone call. This includes students 18 and over. The note must contain the reason for the early dismissal, the time of departure and the parent/guardian's signature and telephone number. The student is required to check out at the attendance office before leaving the building. Failure to check out prior to leaving will be considered truancy.

Parents are required to come into the school to check out their student for dismissal. Only students who are drivers (and parking pass holders) can leave without a parent escort out of the building. The parents' dismissal request note must include this information.

For security purposes, dismissals will not be accepted over the phone except on an emergency basis such as a last minute Dr. appointment or Court

Hearing. Documentation from the Dr.'s office or Court will be required the following day to excuse the dismissal. If someone other than the parent is coming to pick up a student, this information needs to be included in the dismissal note. We need to know the person's name and a valid ID will be required from that person. This includes anyone who is listed on the student's emergency contact list. If a student is not feeling well, they should visit the school nurse who will assess the student and contact you for release if deemed necessary.

If you have any questions regarding Attendance procedures please contact Angie Anderson

our Attendance Secretary at 571-252-2800 or send an e-mail to angie