


# HOW TO REPORT ATTENDANCE


THERE ARE 4 WAYS, PLEASE  
CHOOSE 1

## PARENTVUE\*

\*Recommended Method

Click on  (upper right) on the main page, choose **absence, tardy, or dismissal**. Choose the date and include details in notes, please do not forget to include the **pickup time** for early dismissals.

## SHMS WEBSITE

Go to [LCPS.ORG/SHMS](https://LCPS.ORG/SHMS) click on  and it will take you directly to the google form. If you are looking on your mobile phone, you need to scroll all the way to the bottom of the website to see the icons.

## WRITTEN NOTE

You can send in a note with your student. Please have the student bring the note to the registrar in the **main office** in the morning when they arrive to school.

## ABSENTEE LINE

You can call the absentee line at **703-957-4422**. Please spell the last name of your student, grade, and the reason for absence. Please do not request early dismissals on the absentee line.

## NOTES

- **Government issued ID is REQUIRED** to pick up your student.
- Please report absences/dismissals as soon as you are aware. Everything is checked in the morning, if you send in a dismissal request during the day, it may not get checked by the time you arrive, so please report at least a day ahead.
- There will be **NO** early dismissals after **3:10pm**
- If a student is out sick for more than **3** days, a doctor's note will be **required** to excuse the absence.
- All forms of travel will be **unexcused**.
- Student will not be able to leave the classroom for an early dismissal without a pass, early dismissal must be reported for the student to receive a pass.
- Only those listed as release to on your child's emergency form will be allowed to pick up your child unless we received advanced written authorization.
- **15 consecutive absences will result in your student being unenrolled.**