



ATTENDANCE INFORMATION

What do I do with my Parent/Doctor Notes?

Please have your student bring their note to the Attendance Office **BEFORE** school starts.

You can also email or have your note faxed to Kimberly Morin, West Shore Attendance Clerk.

Ph: 321-242-4730 Fax: 321-242-4740 E-Mail: morin.kimberly@brevardschools.org

CHECKING IN STUDENTS LATE (TARDY PASS):

- Students will need to check in through the Attendance Office located in the front office with Mrs. Morin.
- Once student signs in they will be given a late pass. Please note only medical appointments are an excused tardy.

CHECKING OUT STUDENTS (EARLY CHECK-OUT):

In an effort to not interrupt class time for calling students out of class the preferred method of check out is as follows.

- Parent will write/email a letter to Attendance stating the date and time of early check out.
- Student will bring said letter to the Attendance Office **BEFORE** school starts to receive an early check out pass.
- Student will present the pass to the teacher when it is time for them to leave the class and they will report to the Attendance Office.
- Parent will come to the attendance office at said time with proper identification to complete the check-out process.
- Students should **NOT** be checked out after 3:15pm on regular days and 2:00pm on early release days.

Please contact the Attendance Office anytime your student may be absent.

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If you have any further questions please contact the Attendance Office.