

UMHS Attendance

6530 Koki Lane, El Dorado, CA. 95623 530-621-4003

**Please Notice: If your Student is absent, you MUST call their absence in within 24 hours!
Otherwise, disciplinary action will be enforced.**

Union Mine High School Late Arrivals, Early Dismissals & Independent Study Contract Procedures

Early Dismissal/Late Arrival:

If your Student needs to be dismissed early from school, please send a note with your student using their **LAST NAME, FIRST NAME, GRADE, TIME, DATE, and REASON** for arrival/dismissal.

Checking in:

Upon arriving at school, your student needs to check into the attendance office window for a pass to class.

Checking Out:

When checking out, your student needs to come to the attendance office window **BEFORE SCHOOL, DURING NUTRITION BREAK or AT LUNCH** with their note to obtain a pass to leave. After obtaining a pass, the student is considered to be "checked out" and can leave campus at the time shown on the pass.

Emergency Checkout

For an emergency checkout, please call the attendance office at (530) 621-4003, Press 1. Please use this option **ONLY** in an **EMERGENCY!**

Independent Study Contract

For absences that are at least 5 days, an independent study contract must be completed and turned into the attendance office **PRIOR** to the absence. Students must give their teachers enough notice for the teacher to assign work.

If you have any questions, please call us at (530) 621-4003, Press 1