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

**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/dischell. Must have parent sign in to clear late.

**Checking in:**
Upon arriving at school, your student needs to check into the attendance office window for a pass to class. Must have parent sign in to clear late.

**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!**