



# ZIONSVILLE COMMUNITY HIGH SCHOOL

1000 MULBERRY STREET, ZIONSVILLE, INDIANA 46077

(317) 873-3355 Fax: (317) 873-8002

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Tim East, Principal

Kristen Alderman, Assistant Principal

Greg McDaniel, Assistant Principal

Greg Schellhase, Athletic Director

Greg Hall, Assistant Principal

Jared Williams, Assistant Athletic Director/Assistant Principal

Matt Walter, Assistant Principal , Student Development

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## ZCHS Attendance

*For the safety and security of all of our ZCHS students, we are asking that you partner with us for reporting your student's attendance using the guidelines listed below.*

### For reporting Absences/Appointments/Illnesses

- ❖ ***Please dial 317-873-3355 and press #2 for the attendance line.***
- ❖ Once you are on the attendance line:
  - Press #1 if your student's last name begins with the letter A-L
  - Press #2 if your student's last name begins with the letter M-Z
- ❖ Leave a brief message with the following information:
  - Name of student(s) (Please spell the last name for clarification.)
  - Reason for the absence
  - Time of departure and/or arrival (if not a full-day absence)
  - Name and relationship of caller
- ❖ For ***Prearranged Absences***, please follow the steps above by calling at least 2 days in advance and providing the dates that your student will be absent. (Students will be given a form to share with their teachers and return to the Main Office.)

### Leaving and Returning to the Building before/after Appointments

- ❖ Students are expected to sign in and out of the building using the Main Office located at Door 1.
- ❖ Parent Authorization is needed for your child to sign out of the building for appointments.
- ❖ Student drivers may enter the building through Door 41 or Door 27 when they present a photo ID.

### General Information about Attendance

- ❖ For your child's safety, a call and e-mail will be generated if your student's absence has not been reported to the attendance office prior to 9:00am on the day of the absence.
- ❖ Only the individuals listed as parents/guardians for your child are authorized to call your child out of school.
- ❖ For absences that are in excess of five, appointment verification will be required.