

# Attendance Office Quick Reference Guide

## Reporting/Clearing of Absences

- When a student is absent from school you may bring a signed parent note to the Attendance Office window or the Parent/guardian must call 626-963-5731 [ext. 5564] and leave a message. The note or message must include: student name, dates of absence, reason for absence and parent/guardian signature with contact information.

## Off Campus Permits

- Students who need to leave campus at any time during the school day, must obtain an off-campus permit in the Attendance Office. Failure to do so will result in disciplinary action. To obtain an off-campus permit, a student must bring a signed parent note or have the parent/guardian leave a recorded message at 626-963-5731 [ext. 5565]. The Attendance Office requires 30 minutes notice for an unplanned off-campus permit.
- Students who become ill during the school day must check out through the Health Office [ext. 5566] or Attendance Office.

## Homework Requests

- Contact the teacher directly by obtaining the teacher's email address through the Aeries Parent Portal. There is a link to the Aeries Parent Portal under *Important GHS Links*. Parents will need to give student name, grade and anticipated date of return. Students must be absent a minimum of two days to request homework. Homework requests require 24 hour preparation time.