In order to avoid classroom interruptions we ask that you follow the procedures below for checking your student out of school.

**CHECK-OUT PROCEDURE**
- Students must check out through the Main Office before leaving school.
- Students must bring in a note to the Main Office before school starts - stating the time and reason for checking out.
- To ensure the safety of students, telephone checkouts are not permitted.

If a student is ill and needs to go home, they are asked to go to the Main Office to contact a parent/guardian. The Main Office will check out ill students after connecting directly with a parent/guardian.

Students are not allowed to use their cell phone in class to contact home when they are ill; instead, we ask that students access the main office where staff will assist them.

Please remind your student that they are not to leave campus at any time during the school day without a parent/guardian notifying the school in advance with a note or by coming to the Main Office in person to check out the student. This includes leaving during lunch and/or a release period when the student will not be returning in time for their next scheduled class. Students will be marked as unexcused in all other instances.

**TO EXCUSE A TARDY**
Please send a detailed note with student to turn in to the Attendance Office (must fall within district policy to be excused, see below).

**TO EXCUSE AN ABSENCE**
Call the 24-hour absence reporting line (503-399-5520) before, or within 72 hours of, the absence for it to be excused. Per District policy, changes cannot be made after 72 hours, and the absence/tardy will remain as unexcused.

To help us ensure the accuracy of your student’s attendance record, please speak clearly and provide the following information when calling the attendance line: student name (spelling the name is helpful), ID number, date of absence, and reason for absence.

**PER DISTRICT POLICY**
**THE FOLLOWING REASONS ARE CONSIDERED EXCUSABLE FOR ABSENCE OR TARDINESS:**
- Illness of the student
- Emergency, pre-excused *, or extenuating circumstance

**THE FOLLOWING ARE EXAMPLES OF REASONS THAT WILL NOT BE EXCUSED:**
Oversleeping, car problems, missing the bus, coming back late from lunch.

*Pre-excused absences must be cleared through the Attendance Office with the Pre-Arranged Absence form filled out in its entirety prior to the absence(s).