

IMPORTANT INFORMATION

Procedures for Reporting an Absence, Tardy, Early Release,
Picking up Your Student, or Bringing an Item for Your Student.

To reach the **Main Office** call 952-556-7600
To reach the **Attendance Line** call 952-556-7699

**When Visiting the Building during School Hours:
Go to the Main Office, Swipe your Driver's License and get a Guest Badge.**

A Parent/Guardian should call the Attendance Line
before 7:30 AM- each day your child will be absent or tardy!

If you know your child will be absent in advance, please call the **Attendance Line** or send a note, signed by a Parent/Guardian to the Main Office.

If a student needs to be dismissed early, please send a note, signed by a Parent/Guardian to the Main Office. If short notice, please call the **Main Office**. This will allow the office staff adequate time to locate your child. A Parent/Guardian must come to the office and sign them out.

If you need to pick up a student other than your own, you or the student will need written permission from the Parent/Guardian giving authorization for their child to be released to you.

If your child becomes ill during the school day, they must go to the **Nurse's Office** prior to checking out of school. A Parent/Guardian must come to the office and sign them out.

If you need to bring an item to school for a student you will need to clearly label the item and either drop it off in the **Main Office**, or leave it on the bookshelf outside the office.

Please Note: We Do Not Interrupt Classes!
Students will be paged to the office during our 7:30 a.m. or 2:15 p.m. paging times or during their lunch period.