

# Hollis Brookline High School

## How to Report an Absence, Tardy or Dismissal

PLEASE REVIEW BOTH PAGES OF THIS DOCUMENT

### Reporting an ABSENCE

If your student will be *ABSENT* from school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date of Absence
3. Reason

### Reporting a TARDY

If your student will be *TARDY (late)* to school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date of Tardy
3. Reason

Students may also provide an **Excused Note** from their parent, guardian, or medical provider upon arrival.

### Reporting a DISMISSAL

If your student will be *DISMISSED* from school please send an email to **hbhs.attendance@sau41.org** and include the following information:

1. Student **FIRST & LAST** Name
2. Date & Time of Dismissal
3. Reason
4. See **IMPORTANT** Note Below ↓

**OR**

Send your student into school with a **NOTE** *signed* by a parent/guardian and include the following information:

1. Student **FIRST & LAST** Name
2. Date & Time of Dismissal
3. Reason
4. See **IMPORTANT** Note Below ↓

**IMPORTANT:** All students being dismissed need to stop by the Main Office to receive a **DISMISSAL SLIP** to be released from class. If your student does not obtain an approved dismissal slip from the Main Office *there will be a delay* in being released.

Once dismissed from class with their slip, the student should proceed to the Main Office to **Sign Out**. Parents/Guardians do not need to come into the school to sign the student out as long as the above steps are taken.

### **NOTES**

1. If able – please report all attendance updates *prior* to the start of the school day.
2. If you are unable to send an email to report an attendance update call **603-821-4477 and Select Option 1 for Attendance**. Please speak clearly and leave your name, your student's **First & Last Name**, the date and the attendance update for your student.
3. Reporting an Absence, Tardy or Dismissal to the attendance email or voicemail is for *Attendance Purposes Only*. Any other requests, notes, etc. should be directed accordingly to the appropriate person by either the student or parent.

4. All attendance updates must be submitted by a Parent or Guardian.

Updated 12/06/22 Pg 2/2