

ATTENDANCE MATTERS.



Green Valley High School Attendance Policy

- For an absence to be excused, an absence note **signed** by parent/legal guardian (not an e-signature) or from a medical professional must be submitted to the attendance office in person or on the online form. The note must include **all** of the information included in the attached template (below). Absences will NOT be excused if any information is missing.
- If a student is absent due to a medical appointment, they must provide a note from the medical professional. Medical professional notes must include the exact dates the student should be excused.
- If your student misses less than a full day of school, they must either be **checked in late or checked out early in the main office by a parent/guardian**. Failure to check in or out will result in the absence remaining unexcused/truant.
- Only 10 pre-arranged absences (Circumstance) may be excused per school year. All arranged absences for which make-up work was not completed and submitted as specified by the teacher shall be considered unapproved.
- **Nevada law requires that attendance notes be submitted within 3 days of the student's return from the absence. Unverified absences (those without valid and timely excusal) may result in Denial of Credit and/or other attendance interventions.**

Please write and SIGN your note. You can then either submit a picture of the note on the form on our school website or in-person at the Attendance Office. If you would like a note template (optional), [CLICK HERE](#).