



ZIONSVILLE COMMUNITY HIGH SCHOOL

1000 MULBERRY STREET, ZIONSVILLE, IN 46077

(317)873-3355 FAX: (317)873-8002

Calling in an Absence

All calls need to be in by 9:00A.M.

Call **873-3355** and press **2** (attendance message line)

Please be **brief** and state the following:

1. Name of student (please spell last name)
2. Reason for not being in school (examples: illness, missed bus, college visit, death in family)
3. Caller's name and relation to the student

EXAMPLE: "This is Amy Browne and my son, Kyle Browne, *B-R-O-W-N-E* has a fever and will not be at school today."

DO NOT:

*Ask for homework—This line is for attendance purposes only. To receive homework please look at homework section below.

*Send in a hand written note or email us. We only accept phone calls from parents at the high school.

Pre-Arranged Absences

Call the attendance line *at least 3-4 days prior* to the absence. Please state the same reasons as above and also mention this is a pre-arranged absence.

We will then prepare an absence form for your child to take to his/her teachers to sign. *Please allow us at least half a day to prepare the form for your student.* Once the form is complete the student needs to return it to the main office.

Homework:

For homework you may do one of the following:

*Email teachers

*Students may check for assignments on LEARN

Calling in an Appointment

All calls need to be made by 9:00 A.M. if at all possible. By doing so, the students' names and appointment times go out in an all- staff email informing teachers of scheduled appointments for the day.

Call 873-3355 and press 2 for attendance

Please state the following information:

1. Name of student (please spell last name)
2. Time you need your child to leave OR time your child will be returning to school (if they have an early morning appointment)
3. Caller's name and relation to the student
4. Please inform your student beforehand of appointment if at all possible. We try not to call classrooms to help avoid disruption of teaching.

EXAMPLE: "This is Amy Browne and my son, Kyle Browne, *B-R-O-W-N-E* has a 10:30 appointment and needs to leave school by 10:00. He will be back to school around 12:30."

Leaving and Returning to School

All students must sign in and out through the front office. This is a must!!

*If you called the attendance line and left a message for your child, he/she may sign out without a parent coming in to the front office. However, if we have not received a call from a parent regarding an appointment, a parent must come to the front office and sign in or sign out his/her child.