

FAQs

1. Must I have my photo ID with me when I check a student out?

Yes: Attendance must verify the identity of the person picking up the student.

2. I need to add someone to my student's pick up list (authorized list of persons allowed to check out my student). How do I do that?

One of the student's guardians will need to complete a new household form (make sure form is signed and dated). The student will take the form to the Registrar's office (through the Guidance suite). **Please note:** any information on the new form will replace any information on the old form. Also it may take up to a month to load the new information into Infinite Campus.

If a person picking up a student is doing this on a one-time basis (not needing to be added to the list), the parent or guardian may email both attendance clerks and give the name of the person: they must still have a photo ID and come to the Attendance office to check the student out.

3. If I'm on my way to check a student out, can they be called up and waiting for me when I get there?

No: Attendance must verify the identity of the person picking up the student before the student will be called for dismissal.

4. My student is 18 years old. Can he/she check him/herself out without my permission?

If a student is listed in Infinite Campus as their own legal guardian, then they may check themselves out. Otherwise, we must have permission from the legal guardian.

5. My student had transportation issues (missed the bus, had car trouble, had issues with traffic/snow/ice/rain). If I write a note, will this be excused?

No: the transportation issues listed are not valid reasons for being late or missing school. If there is an issue with school bus transportation, those issues are taken into account. If there is a delay/cancellation/early

dismissal of school, these are determined by FCPS and will be taken into account.

If a student is late or absent due to a traffic accident, we must have a copy of the police report within 3 days of the student's return to school in order for the absence to be excused.

6. I submitted a note from my student's driving instructor; my student was absent for a driving lesson. This absence is still unexcused. Please explain. A note for a driving lesson is not a valid excuse for an absence. A note from the instructor of the GLP class (required for new drivers) IS a valid excuse and will excuse an absence.

7. My student wants to check out early: what do they need to do?

The parent/guardian must email both attendance clerks OR fax a note with the name of the student, dismissal time, method of leaving site (driving/walking/being picked up), and reason for leaving.

- i. If a student is driving or walking, they must come to Attendance to check out before leaving site. An Attendance Pass (red note) will be delivered OR the attendance clerk will call the room to dismiss the student.
 - ii. If a student is being picked up, the parent/guardian/designee must come to the Attendance office and present photo identification in order to check the student out before leaving site.
 - iii. If a student is riding with another student, we must have email/faxed permission from the parent/guardian of EACH student (driver and passenger).
8. I emailed Attendance and 'checked out' my student. Even though an excuse note has been submitted, there is still an 'unknown' absence listed in Infinite Campus.

A parent may email to give authorization for a student to check out (Early Dismissal). The student must still come to Attendance for the checkout process: Early Dismissal procedures only give authorization to check out. If

the student does not check out, they will be listed as skipping the classes they have missed (reflected as an unknown absence). Even if a valid excuse has been submitted, the absence will remain and reflect as skipping.

9. I wrote a note that my student had a doctor's appointment. Why is the absence not excused?

We need a note from the agency (doctor, dentist, court, DMV, immigration, etc.) in order for the absence to be excused. A parent note is **not** valid for an appointment; parent notes are valid for illness of the student, funeral, religious events, and family emergency (family emergency may be used for 3 dates per year.)

10. I had my doctor's office fax the excuse note; how do I make sure this has been processed?

Check your student's absences through the Parent Portal in Infinite Campus; go to Dunbar's website to find information about getting access (select the 'Parents' tab, then select 'Parent Information'; scroll down to 'Directions on how to use Parent Portal').

11. My student has exceeded the number of Parent Notes (10 full day; 10 partial day). Is there any way to allow for more parent notes?

Complete a Request for Extension of Parent Note form (doctor's information must be included on the form). Once the form is complete, mail or fax it to the Director of Pupil Personnel: do not send it to Dunbar High School. If the request is approved, Attendance will be notified of how many additional notes are allowed and on what day they will be valid.

Parent note extensions DO NOT backdate. Also applications for requests for extension of parent notes must be submitted every year.

12. Our family is going out of town for vacation/a wedding. Is there a way that this absence can be excused?

Vacations and weddings are unexcused absences.

13. My student would like to apply for an Educational Enhancement Opportunity (EEO). What do I need to do?

A. Obtain and complete an EEO application form from the Attendance Office or print form off of the PLD Attendance website.

- B. Submit a completed EEO form to the Attendance office at least 5 days prior to the absence.
- C. Attendance will submit the form to the Head Principal for review. The Head Principal will either recommend or not recommend that the educational opportunity absence be granted.
- D. The EEO will then be sent to the Director of Pupil Personnel (IAKSS Office located downtown), who will make the final decision as to whether or not the EEO absence will be granted (i.e. excused).

A student may be approved for up to ten (10) days of absence per year for this purpose. This type of absence cannot occur during the school's or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal and Director of Pupil Personnel.