

## **CNEC OFF-CAMPUS PASS & ATTENDANCE PROCEDURES**

1. OFF-CAMPUS PASSES ARE ISSUED IN THE ATTENDANCE OFFICE.
2. PARENTS/GUARDIANS MUST CALL THE MORNING OF/OR AT LEAST 3 HOURS PRIOR TO THE REQUESTED RELEASE TIME.
3. IF A PARENT'S REQUEST FOR THEIR CHILD'S RELEASE COMES DURING THEIR CHILD'S SCHEDULED P.E. CLASS, WE DO NOT GUARANTEE THAT THEIR CHILD WILL BE IN THE OFFICE AT THE REQUESTED TIME.
4. ALL STUDENTS MUST BE PICKED UP AND SIGNED OUT IN THE ATTENDANCE OFFICE BY PARENTS/GUARDIANS.
5. A VALID PHOTO ID MUST BE PRESENTED AT TIME OF PICK-UP.
6. A SIBLING MUST BE 18 YEARS OF AGE OR OLDER AND ON THE RELEASE AUTHORIZATION FORM IN PARENT CONNECT IN ORDER TO CHECK-OUT A YOUNGER SIBLING.
7. ALTHOUGH THE STUDENT RELEASE AUTHORIZATION FORM GIVES PERMISSION FOR OTHERS TO SIGN OUT A STUDENT, WE STILL REQUEST A CALL BE MADE TO ADVISE THE FRONT OFFICE THAT SOMEONE OTHER THAN THE PARENT WILL BE PICKING UP.
8. PARENTS ARE REQUIRED TO CLEAR ABSENCES WITHIN 5 DAYS OF THEIR OCCURRENCE. A STUDENT IS CONSIDERED TRUANT IF THEIR ATTENDANCE RECORD SHOWS ANY OF THE FOLLOWING: UNCLEARED ABSENCES, CLEARED BUT UNEXCUSED ABSENCES, MORE THAN 30 MINUTES UNEXCUSED TARDIES, OR A CLASS CUT. IN THESE INSTANCES YOU MAY RECEIVE A NOTIFICATION OF TRUANCY LETTER GENERATED BY THE DISTRICT IN ACCORDANCE WITH ED. CODE SECTION 48260.5 TO INFORM YOU OF THESE INFRACTIONS.
9. ALL ABSENCES MUST BE CLEARED BY SCHOOL MESSENGER, TELEPHONE (327-5066) OR BY THE EMAIL LINK LOCATED IN THE ATTENDANCE SECTION OF THE PARENT CONNECT. NO NOTES WILL BE ACCEPTED.

