

HOOVER HIGH SCHOOL ATTENDANCE SYSTEM

Parent/Guardian please excuse absences by calling:

818-247-8823

The recording will ask for:

1. Student's name and **spelling of the last name**
2. **Student I.D. Number**
3. Day of absence and the exact periods to be absent
4. Reason for absence
5. Identity of person calling

Parents/guardians have 3 days, including the day of the absence, to excuse the absence. After the third day, absences cannot be excused. For your convenience, the absence reporting number is available 24 hours a day, including weekends and holidays.

UNEXCUSED ABSENCES WILL BECOME TRUANCIES AFTER 3 DAYS.

PROCEDURE FOR A STUDENT TO LEAVE SCHOOL DURING THE DAY:

1. **Parent or guardian must give the school permission to release the student by calling 818-242-6801, extension 80720, the day before the appointment or early in the morning of the appointment.**
2. Student must go to the Attendance Office to get a "Permit to Leave the School During School Hours."
3. Permit must be signed by the parent/guardian/doctor and returned to the Attendance Office before the student returns to class.
4. If the student becomes ill during the day, he/she must report to the Health Office, to seek evaluation from the Nurse/Health Clerk.
5. **STUDENT CANNOT LEAVE CAMPUS WITHOUT THE PROPER AUTHORIZATION.**
6. If a student leaves campus without following these steps, the missed periods will become truancies. The student may also be cited by the Glendale Police Department for truancy if he or she is found off campus and does not have a permit to leave school early.

Important

If you change your address or telephone number(s), please inform the Attendance Office ASAP.