

NCHS Attendance Line: 557-4450

Option #1 – All Day Absences

Option #2 – Early Dismissal/Late Arrivals

Please leave all required information on the attendance voicemail:

Name (spelling of last name)

Grade

Reason for Absence

Relationship to Student

Phone Number for Verification

State the time if an Early Dismissal or state Late Arrival

- For an early dismissal, please allow at least two hours notice in the early morning hours. For later in the day, one hour notice is acceptable. It takes time to have your student available.
- For late arrivals, please let us know as soon as possible so that we know where your student is.
- Know your child's schedule. Please avoid getting your student out in the middle of gym, swimming, or other activities where it will take them time to get ready to leave the building.
- We have a closed campus for lunch. No student is allowed to leave for lunch and no food or drink (except water) is allowed to be brought in.
- No special occasion deliveries will be accepted such as flowers, food, or balloons.
- Whenever possible, please try to make all appointments after school, on extended school breaks, institute days, and/or school holidays.
- You may pull up to the sidewalk outside the front doors to pick up your student if they were previously called out. There is no need to come in to the building. If you must come in to the building, you need to enter at the front doors and check in at the Greeter's Station. If you are entering the building, you must leave a photo ID with the Greeter.
- Our attendance is by periods only. We have eight periods in the day. If your student leaves during any class period, they will be marked absent for the whole period.
- Please review your student handbook for a list of excused and unexcused absences.
- Please keep up on your student's attendance in Skyward and let us know if you have any questions.

If you have any questions, please call the main office at 557.4401.

Thank you for your cooperation.