



FLINTRIDGE PREPARATORY SCHOOL

ATTENDANCE POLICIES FOR PARENTS AND STUDENTS

(818) 790-3333

attendance@flintridgeprep.org

All absences, including late arrivals and early departures, must be reported to the attendance office.

- If your child will be absent you must notify the Attendance Office.
- If your child has an appointment and will be arriving late or leaving early, you must call the Attendance Office for the tardy/absence to be excused.
- Once attendance has been called students will not be released early from school without a parent coming to the Front Desk to sign them out. Exceptions are made for students who drive themselves to/from school. However a parent must call the school to give consent for their release.
- All students must check in and/or out of school during school hours. If they have missed homeroom they **must** sign in upon arrival and if they are leaving they must sign out.
- Late Arrival Slips will be given to students who have missed homeroom. Students will not be able to return to class without a slip.

All missed days of school for college visits or other extra-curricular activities must be approved by Mrs. Kimble at least 24 hours prior to the absence.