

Dear Parent(s)/Guardian(s),

Please see the important information below regarding attendance procedures for the 2020-2021 school year. If you have any questions, please email [bartram.attendance@stjohns.k12.fl.us](mailto:bartram.attendance@stjohns.k12.fl.us). **Please note that there have been some significant changes from previous years. All excuse notes & early checkout will be ONLINE.**

## EARLY DIMISSMAL/PARENT CHECKOUT

- Leaving early from school, a parent/guardian must fill out [THIS FORM](#) **prior to 10:30 AM on the day the student is to be checked out.** The student will then be issued a BT pass by the front office staff. This note is the student's pass out of class. **Emails, phone calls, or faxes from parent/guardian will not be accepted.**
  - **If the form is filled out after 10:30 AM, it will not be processed.**
- Parent/guardian will receive an email at the end of the day confirming the early check out.
- Students are required to present a confirmed pass to their teacher before checking out at the front office. If the dismissal time is during a pass period, students need to check out with their next period teacher.
- After the school day begins all sick students should report to the clinic to see the nurse. **Students will NOT be called out of class based on a phone call or email from parent/guardian.**
- Students needing to be picked up early should have arrangements made before 2:45 p.m. or go to parent pickup after the bell at 3:45. Students needing to be picked up on early release days (every Wednesday) should make arrangements before 2:15 p.m. or go to parent pickup after the bell at 2:45 p.m.

## STUDENT DRIVERS

- **Only juniors and seniors** with a valid parking pass may sign out to drive off campus with parent permission. **Parental notification must be submitted prior to the start of the school day via the online form. Emails, faxes or phone calls from parent/guardian will not be accepted.**
- Students **must bring** their driver's license with them when they sign out.
- Student drivers with a BTHS parking permit granted permission to drive off campus must have a valid pass issued from the front office.
- Students **cannot** leave campus during the day with other students.

## ABSENCES

- Any student who has been absent from school should complete [THIS FORM](#) by a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to complete this online form will result in an automatic unexcused absence.
- All excused absences will require official documentation. (Medical notes, letters from universities, etc.) must go through the online form. Email confirmation will be sent to the parent/guardian once the form is processed.
- Personal illness for 3 or more consecutive days will require a medical note.

**We do not accept phone calls or faxes from parents for attendance matters.**

All links for early dismissal and excused absence will be posted on the BTHS Homepage.

