

ATTENDANCE

Parents have three options for excusing attendance:

1. Email: Send an email to attendance@nicolet.us
2. Call the attendance hotline at 414-351-8282
3. Turn in a written note to the high school office or fax excuse to 414-351-7526

EARLY DISMISSAL

All excuses need to be received by the office before 9:00am on the day the student is to be excused.

Excuses **MUST** include:

1. Student's first and last name
2. Reason for early dismissal
3. Date and time of dismissal
4. Indicate if the student will be returning to school

Any calls for early dismissal after 9:00am will be handled as quickly as possible. However, due to scheduling and availability of staff, promptness cannot be guaranteed.

- Parents do NOT need to come into school to pick up students.
- All students must check in at out at the front desk.
- Calls received by the school from the parent after the student has already left the building will not be considered excused and disciplinary measures may occur. Notes will not be accepted and the student will be considered unexcused/truant.

All absences that do not meet the criteria for excused absences will be coded as unexcused/truant (refer to the attendance policy in Nicolet Student Handbook).