



Lowell Scott Middle School

Attendance Line: 208-350-4071

- **A student cannot just tell their teachers they are leaving for the day, they must be checked out on the office computer or called for ahead of time:** Students must have a dismissal slip from the office, in order to be excused from class.
- **Calling ahead to dismiss your student is allowed:** If you know that your student will be leaving during the school day, we suggest that you call early in the morning or at least with an hour notice.

If you call ahead, this will allow us to send a dismissal slip to the classroom with plenty of time, letting the teacher know when to dismiss your student. Your student will be waiting for you in the office to be picked up.

- **Last minute release:** If you call without an hour notice, we cannot guarantee that your student will be ready for pick up in a timely manner.

Please keep in mind that it does take some time to send the dismissal slip to your student's classroom, allowing your student to be dismissed, pack up and stop at locker, prior to heading to the office. As well as, possible tests and/or other activities that your student may be participating in his/her classroom that may prevent your student from leaving right away.

- **When calling ahead, please give your student a few extra minutes to be ready for you:** Please keep in mind that the teacher will not release your student until the designated time you call them out.

We recommend adding 5 minutes prior to the time you want your student in the office. This will allow your student some

time to pack up his/her supplies, stop at locker (if they need to), and head to the office with enough time to meet you there.

- **We have two different lunch times:** It may take some time to track down your student, if they are going to leave during their lunch time. We encourage you to let your student know that they may be leaving during their lunch time, and call ahead to the office so we can send their dismissal slip prior to their lunch period. Your student will be responsible to be in the office at this time.
- **If your student does not come to the office, after getting dismissed during their lunch time:** A parent will have to check into the office as a visitor, in order to go locate their student in the cafeteria.
- **When Returning to School on the same day:** Please remember to have your student check-in with the office. If necessary: Bring any medical notes in order to get your student's absence waived, and place the note in the drop off basket in front of the attendance desk. Your student will continue to be marked absent, until they are checked in on our system.
- **Person picking up student during school:** If someone other than a parent is picking up your student, please let us know ahead of time. We can only release students to those listed on the *PowerSchool - Household Contact* page. (*Emergency* contacts are only allowed to pick up students in case of an emergency, not for a regular pick up). Please review your *PowerSchool* to make sure that your contacts are up to date.