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Susan Elliott
Principal
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Welcome back. As you know good attendance and punctuality, both to first period and to each class during the day, are essential to your child's success in school. In order to maximize student time in class, we are changing the way we handle students who are late to school.

Students will no longer report to the attendance office and sign in. Instead, they will drop their parent note (if they have one) in a box provided at the security desk and proceed directly to class. The classroom teacher will mark the student Tardy in Infinite Campus, as they would any other period during the day. This change is possible because attendance is taken period by period throughout the day, so the former Attendance Office sign-in procedure is no longer necessary. We continue to maintain our Security Desk and video security cameras monitoring all of our entrances for our students' safety.

Most importantly, we have added a way for you to submit a note for lateness, absence or early dismissal through the Parent Portal. Students will NOT have access to this form through the student portal. You can submit the form the night before if your child is sick or earlier (for instance if your child was taking his or her road test and received the appointment time and date). Please inform us of any attendance events as early in the day as possible. Information provided after 2:00 pm may not be reflected in the parent portal until the following day.

There are a few different ways you can provide attendance information for your child. In all instances we will need your child's legal name, date of attendance event and the reason for his or her absence:

- Log into the Parent Portal and complete the (survey) appropriate survey note online

▶	District Announcements - 2 messages (2 new)	
▶	School Announcements - 1 message (1 new)	
▼	Inbox - 2 messages (2 new)	
✕	Date	Subject
!	09/02/2016-06/30/2017	Attendance Note Late/Absent
!	09/02/2016-06/30/2017	Early Dismissal Needed for Student

- Send a note with the required information. A sample parent excuse note which you are welcome to print and use is available through the "Letters from the Principal" Link on the Great Neck South High Website or you can click the link below for access to the documents in English.
 - [Note for Absence/Lateness](#)
 - [Early Dismissal](#)
- Call the Attendance Office a 441- 4815

Please understand that unless we receive information about the absence from a parent or guardian your child will receive a "Cut" for any classes he or she missed on the day he arrived late to school and the absence may result in disciplinary consequences.

Please be reminded that South High School has a closed campus. Additionally, should the need arise for your child to leave school early, parental permission is required and a Parent or Guardian must come into the building to pick up students in grades 9-11.

Seniors who have driving and parking privileges on campus are required to have parent permission in order to leave school prior to the end of the school day. Students with driving privileges who, with your permission, drive off campus during the school day may not return during the school day. If a student with driving permission prefers to leave and return to school, he or she must be picked up by a parent or guardian.

If your child is returning to school (for instance from a doctor visit) he or she does not need to sign back in. Your child should go directly to class upon return.

Parents, if your child is sick, particularly with fever or any communicable illness, he or she should stay home from school. Students should be fever-free for 24 hours before returning to school. Students will be given the opportunity to make up missed assignments and/or exams after they feel better.

Susan Elliott, Principal