

Appointment/Early Pickup:

When your child has an appointment, we ask that you call in no later than two (2) hours before the appointment whenever possible. The same applies to parents needing to pick up their child early from school.

Student Passes:

Students who have an appointment scheduled during the school day need to come to pick up their off-campus pass from the Attendance Office between classes whenever possible. This limits classroom interruptions while ensuring students get their pass to leave on time.

Check-Out:

Students MUST check out with the attendance office before leaving school when classes are in session. An unexcused absence occurs when the attendance office is not contacted by a guardian before and when a student misses more than half of a class period without a pass. Parents may excuse their student only if prior arrangements are made with the Attendance Clerk or the student's Assistant Principal.

Students who become ill during the day MUST check out with the school nurse OR an administrator BEFORE leaving school. Failure to check out properly constitutes an unexcused absence. The student is to bring an appointment card or written excuse by the parent to the Health Office the day of the appointment in order to secure a pass to leave school. Appointments are verified when necessary.

Main Phone: (785) 832-6050

Attendance: (785) 330-2503

Or Email: FSAttendance@usd497.org