

TOLLESON UNION HIGH SCHOOL

ATTENDANCE★

Policies



ATTENDANCE REVIEW PROCESS

- Students are allowed up to **12** unverified period absences per class, per semester.
- At **13** unverified period absences, the student enters the Attendance Review Process.
- The review process may result in **loss of credit** for the affected class(es).



TARDIES

- Tardiness is considered a form of absence.
- Parents/Guardians may sign a student in late up to **3 times** per semester.
- After **3** sign ins, the student will be sent to sweep.



SIGNING OUT OF SCHOOL

- Students must be signed out for appointments, illness, or other early departures.
- A parent, guardian, or approved designee must be present with a **valid photo ID**.
- Students are released only after verification by the Attendance Office.



EARLY RELEASE GUIDELINES

- Students cannot be released within **20 minutes** of dismissal.
- Students in PE, Dance, or other activity classes will be released during the next passing period.
- Sign out cut off time is:
 - **2:50 PM** for Regular Schedule Days
 - **12:55 PM** for Early Release Days

HOW TO REPORT AN ABSENCE



Tolleson Union High School

ABSENT LINE

623-472-4201

PRESS #1 FOR TOLLESON

Please provide the following information when calling:



Students First and Last Name



Student's ID Number



Relationship to student



BRIEF reason of absence and how long the student will be out (doctors appointment, sick, personal etc.)

Be Here. Be On Time. Be Successful.

★ EVERY DAY COUNTS. ★

