

ATTENDANCE OFFICE INFORMATION

ABSENCES

Due to increasing enrollment, Attendance lines are not answered directly; therefore, please leave a **VOICE MAIL WITHIN 48 HOURS** with your students' name, **SPELLING LAST NAME**, your name & phone number and reason for absence. For early dismissals or urgent messages, please press 1 and leave a message for an Attendance Assistant.

Last Names – A - Led Attendance

720-886-2263

Last Names – Lee - Z Attendance

720-886-2262

APPOINTMENTS/EARLY DISMISSAL PROCEDURES

Call Attendance **AT LEAST TWO HOURS IN ADVANCE** to arrange for your student to meet you out front at specific time **OR** send your student with a note to obtain an early dismissal pass before school begins.

PLEASE HAVE YOUR STUDENT STOP IN THE ATTENDANCE OFFICE/MAIN OFFICE TO PICK UP THEIR EARLY DISMISSAL PASS!