



## PNHS Attendance Office Procedures:

To report absences or late arrival/early dismissal please email or call before **10:00am**  
(based on alphabetical last name):

[PnattendanceA-L@psd202.org](mailto:PnattendanceA-L@psd202.org)

Phone 815-254-6014

A-L x2073

[PnattendanceM-Z@psd202.org](mailto:PnattendanceM-Z@psd202.org)

Phone 815-254-6014

M-Z x2074

When reporting the absence/late arrival/early dismissal please include of the following:

1. **Student's name**
2. **Student ID # and grade**
3. **Your name**
4. **Relationship to the student**
5. **Your contact number**
6. **Reason for the absence** (sick symptoms/personal/mental health day/appt/college visit/etc.)
7. **Time of arrival or departure** (when applicable)
  - a. **Who will be picking up student or if student can drive**

We request at least an hour advanced notice for signing your student out early.

Please provide documentation of all appointments, court, and college visits for coding purposes. Documentation can be emailed to the above email addresses or dropped off in the attendance office.

**It is the PNHS policy to issue a HERO tardy pass when a student arrives late to school.**

In order to receive an excused late pass, please provide documentation from the appointment/doctor/DMV/Court/etc. Students who arrive late on a parent call in, without documentation, will receive a HERO. Student are given 3 warnings per semester before a consequence is issued.

You do not need to come into the attendance office if you have followed the above procedures to sign your student out. Please wait in your car in the front circle drive and your student will come out to you.

Students sign themselves into the building when arriving late and sign themselves out when leaving early.

Thank you in advance for your cooperation!