

Students are expected to be at school every day. Being in class everyday is important and necessary for students to achieve their best school work and to fulfill required time in class to earn credits.

If a student must be absent, whether partial or a full day, a parent needs to notify the attendance secretary prior to **9:30am**.

There are 3 ways this can be done:

- 1) Email at jtrue@gcsc.k12.in.us
- 2) Call 317-462-9211 ext. 1 and leave a voicemail
- 3) Access the forms in PowerSchool (under the forms tab / general forms and then choose The High School Student Absent Form) fill out the required information and submit.

When calling / emailing in a request for a pass to leave the building, please give

- 1) Student Name
- 2) Parent Name
- 3) Reason they will be absent (please advise if for medical appointment)
- 4) And the time the student needs to leave the building.

If the appointment is medical in nature, please provide a doctor slip when returning to school.

Students arriving late or returning from an appointment must sign-in via the electronic system in the front office.

Students who have had a pass called in to leave early will be issued an electronic pass through the Minga App and must sign-out in the front office when they leave. Students have Minga on their IPADs and it may also be downloaded to their cellphones.