

# Roseville High School

## Attendance Office

Call: (916) 782-3753, ext. 3011 or Email: [rhsattendance@rjuhsd.us](mailto:rhsattendance@rjuhsd.us)

### HELP US KEEP YOUR CHILDREN SAFE!!

*Roseville High School is a closed campus. Students must have permission to leave campus during the school day. Please review these procedures and support RHS' efforts to account for your children and keep them safe.*

### General Rules:

If a student is arriving late or leaving early, he or she **MUST** go through the attendance office. Please note that an absence that is not cleared within three days will become a truancy.

### Late Arrivals

Students who arrive late to school **must report to the Attendance Office** to receive an admit slip. To excuse a late arrival, please do one of the following:

- Option 1: Student may bring a note stating the reason for late arrival to attendance office.
- Option 2: Parent/guardian may call 916-782-3753 x3011 or email [rhsattendance@rjuhsd.us](mailto:rhsattendance@rjuhsd.us) to excuse the late arrival.

### Early Dismissal Requires a Special Pass

Students who will be dismissed early **must report to the Attendance Office** to receive a Special Pass. To excuse an early dismissal, please do one of the following:

- Option 1: Student may bring a note to the Attendance Office before school to pick up their Special Pass.
- Option 2: Parent/guardian may call Attendance Office at 916-782-3753 x3011 or email [rhsattendance@rjuhsd.us](mailto:rhsattendance@rjuhsd.us) before school, with a message that includes student's name, reason for absence, your name, your phone number. Instruct your student to come by the Attendance Office before school to pick up his/her Special Pass.

### Last Minute Appointments

If an appointment is scheduled last minute, call the Attendance Office as soon as possible to allow enough time to pull your student from class.

**REMEMBER: Attendance needs a MINIMUM of 20 minutes to pull a student from class. We will not accept requests for student dismissals the last 20 minutes of the school day.**

### Illness

Students who become ill while at school **must report to the Nurse's Office**.

If you receive a phone call/text message from your child stating that he or she is sick, please direct your child to report to the school nurse immediately. The nurse will monitor your child's health and contact you to pick up student if necessary.