

BEACHSIDE BARRACUDAS

BHS Families,

We have added two links to our Beachside website (<https://www-bhs.stjohns.k12.fl.us/>) designed to help with early checkouts and absentee documentation. The forms can be found on the main page under the Beachside High School Communication banner. They are listed as 2022-2023 BHS Early Dismissal Form and the 2022-2023 BHS Absentee Form.

Via the 2022-2023 BHS Early Dismissal Form if you plan on having your student leave early or be picked up early from school for any reason, please complete the form with the following instructions:

Early Dismissal Procedures:

- A PARENT or GUARDIAN must submit an early dismissal form by 10am to the attendance office. The student will be issued an early dismissal pass, so they can leave class at the appropriate time.
- Emails, phone calls, and faxes will not be accepted to check-out early.
- An early dismissal form is also REQUIRED when a student needs to drive off campus during school hours.
- We will contact a parent/guardian before a student is allowed to drive off campus early. Please be available and include the best phone number to reach you on the form.
- An absence note for the early dismissal must be uploaded to the Absentee LINK within 2 days of returning to BHS for the absence to be excused. You can find the Absentee Link on the BHS website under the communication banner on the main page.

BEACHSIDE BARRACUDAS

If you have an absent student, please fill out the 2022-2023 BHS Absentee form keeping in mind the following information:

- Filling out this form does not guarantee an excused absence.
- An excuse note must be turned in within 2 days of the student's absence.
- Entries to this form will be pulled at 1pm each day. If information is entered after that timeframe, it may be an additional day before you see a change. Please allow 24-48 hours for change to occur.
- You will be notified via School Messenger that your submission was either approved or denied.
- Only a parent or a legal guardian may fill out this form unless you are a student uploading a doctor's note.
- If your child was marked absent and you believe this was done in error, please contact the teacher.

Please see SJCS D attendance policies at <https://www.stjohns.k12.fl.us/student/attendance/>

TM