

**ATTENDANCE OFFICE INFORMATION**  
**(for students and parents)**

- **Information Required for Absence, Tardy, and Early Dismissal Notes**

- Full Name of Student
- Date and Time for Early Dismissal
- Reason
- Parent or Legal Guardian Signature
- Daytime Telephone Number (for office verification of notes)

All this information is **Very** important.

- **Late Arrivals/Tardiness** – Students must be in class at **7:40** a.m. Students arriving at school after **7:40** a.m. must sign in through the main office and turn in an excuse note before going to class. **Excuse notes will be verified.** **Students arriving late to school will be dealt with on an as need basis by the building administrator at each school.**
- **Early Dismissals** – All Bus Passes and Early dismissal requests for 9:30 A.M. or later **must** be put in the basket on the main office counter and after verification of your pass you will be called to the office. Students with early dismissals may not ride the bus home unless they have signed back in and attended class. Parents are encouraged to schedule appointments outside of school hours when possible so that students do not miss instructional time. Parents, please note that we do not allow call in Early Dismissals or transportation changes. You must send a note to school with your student and come in and sign your student out.
- **Early Dismissal Forms** – (optional) **can be found on the New Kent Middle School website <http://newkent.va.schoolwebpages.org>. Click on Schools and choose Middle School, then choose INFO & Forms and scroll to Early Dismissal/Late Arrival form.**
- **Excuse Notes and Absence from School** – **Within five (5) days of returning to school, students must give the office an absence excuse note signed by the parent/guardian. Virginia law requires compulsory school attendance.**
- Should you have questions or concerns, you can reach Wanda Dixon, attendance secretary, at **804-966-9655** or e-mail **wdixon@nkcps.k12.va.us**.