

Attendance Policy

SCPA Attendance Line:
(513)363-8004

SCPA Change of Dismissal Line (K-6):
(513)363-8039
Calls for dismissal changes need to be made by 2:00 P.M.

Reporting Absences:

- When a student is absent, a parent/guardian must call the school before 9:00 a.m. to report the student's absence on the attendance line or complete the online absence form found on the SCPA website for present-day absence only.
- If a parent/guardian did not call previously, the student will need to provide a note with the information listed below. *Further documentation may be required in some situations.*
 - Name of student
 - Date the note is written
 - Date(s) student was absent
 - The specific reason for the absence
 - Parent/guardian's signature
 - Phone number where parent/guardian can be reached
- A student must be present at least **half of the school day** to participate in any extracurricular activity (i.e. school performance, prom, school sporting activity, etc.)

Early Dismissal

- Students at any grade level can be dismissed early if the parent/guardian comes in and signs them out prior to 3:00p.m. A parent must come in to the office and sign out students in grades K-8th, students will not be sent out to cars. Parents must present an identification to pickup students.
- **High school students are not permitted to sign out elementary students and students will not be released to minors.**
- Parents of students in grades 9-12 are permitted to call the front desk receptionist to release a student to drive themselves or ride the bus home.

Tardy Procedure

- Students who are tardy to school must report to the security desk to sign in via google form and receive a excused/unexcused to school pass. Excuse notes should be given to security desk staff.



THE SCHOOL FOR
**CREATIVE &
PERFORMING ARTS**
Cincinnati Public Schools