

## *Kell High School Pupil Personnel Office (PPO)*

Ananda Lopez de Azua- PPO Clerk

Phone 678-494-7844 ext. 032

The Pupil Personnel Office handles student requests for checking in and out of school along with the attendance procedures as determined by Cobb County School System. The attendance office no longer handles Certificate of Attendance however, the Front Office will be glad to assist you with that.

### **Checking out a student**

If a student must check out of school early for a prearranged appointment, the student should bring a note to PPO the day the check-out will occur anytime between 7:45 am-9:00am.

The note must include:

- Student's name
- Student ID number
- Reason for early dismissal
- Parent's name and signature
- Someone from PPO will call and verify all student's driving themselves or walking. If the parent can't be reached to verify the request, the student can't leave campus.

\*If an emergency medical appointment is scheduled the same day, the parent should email a note to [ananda.lopez@cobbk12.org](mailto:ananda.lopez@cobbk12.org) or fax a note to 770-516-4257. IF YOU EMAIL, PLEASE FOLLOW UP WITH A PHONE CALL TO ENSURE WE HAVE RECEIVED THE EARLY DISMISSAL NOTIFICATION.

**When your student does not feel well, they have been instructed to request a pass to the clinic. Students should not be calling or texting parents from the classroom. A visit to the clinic will help ensure that going home is necessary and cuts down on disturbing classroom instruction. Our goal is to encourage students to remain in school, unless you and the nurse decide dismissal is the best choice.**

## **Returning to school after an absence**

A letter written by the parent/guardian or a licensed physician must be presented to PPO the day the student returns to school from an absence.

The statement should indicate the following:

- Reason for the absence
- Dates the student was absent
- Telephone number where parent can be reached
- Parent/guardian or licensed physician's signature

## **Excused absences**

The Georgia Board of Education states that students may be temporarily excused from school for the following reasons:

- When personally ill and when attendance to school would endanger their health or the health of others
- When in the immediate family there is a serious illness or death which would reasonably necessitate absences from school
- On a special and recognized religious holidays observed by their family
- When mandated by order or governmental agencies (pre-induction physical examination of service in armed forces or court order)
- Due to conditions rendering school attendance impossible or hazardous to their health or safety
- In order to register to vote (Cannot not exceed one (1) day)

## **Tardy to school**

If a student arrives to school after 8:20 am he/she must report to PPO to sign in. Tardy notes are only accepted at the time of Check-in.

Excessive tardies to school or failure to sign in or out properly will result in a disciplinary referral.

## **Other Important Information**

- No check outs after 3:15 pm
- On PM Pep Rally days no check out after 2:30 pm
- **Always bring a valid picture ID**