

Submitting Student Absence Documentation:

You may submit absence information in the following ways:

- On the PowerSchool parent portal under “forms” for a student absence
- Email Ms. Wilkerson (9th grade and 10th grade)) at wilkersoncd@scsk12.org or Mrs. Schusster (11th and 12th grade) at schussters@scsk12.org. You can also send hard copy notes:
- Hard copy (9th and 10th grade to 9th grade office, 11th-12th to Student Services next to the main office)

Checking a Student Out:

You have to come inside the school to check out a child. Please go to the 9th grade office for 9th grade students and the main office for all other grades. (If you know your freshman is closer to the main office at the time of check out you can come to the main office) If you have two students to check out, you can check them out in the same spot.

Check outs stop at 1:30 so that we can handle school dismissal. Obviously if there is an emergency or extenuating circumstance we will work with you but do we ask that you not routinely check students out after 1:30.

We cannot allow checkouts over the phone. If the student drives to school you may email the secretaries in the main office:

Mrs. Austin austinsr@scsk12.org

Mrs. Owens owensj3@scsk12.org

Student Parking

Student parking forms will be available starting tomorrow. The cost to park on campus is \$30. The parent will pay on SchoolCash online (mscsk12.schoolcashonline.com) and the student will take the completed parking form and the receipt to Mr. Rakestraw in his portable in the north lot. Students must have a driver's license and insurance. If there any barriers with this, the student must see the principal.

Food Delivery

Please do not order Uber or DoorDash for students. It is safety issue and we cannot take this on. Also, if you as the parent deliver a lunch, we cannot call classrooms to let students know this.

College Visits – Juniors and Seniors

Students who plan on taking college visits should visit the counseling office for a college visit form. College visits are excused up to (2) days in the fall for seniors and (2) days in the spring for juniors. The college visit form should be completed and turned in to Mrs. Schusster in Student Services before the visit. Proof of the visit (usually a letter from admissions) is due within 2 days of the student's return.

Additional college visit days can be approved by the principal if they are for auditions, specialized visits based on an invitation from someone at the college, honors college testing, and things of this nature. Parent or student will need to forward documentation of the invitation to be preapproved and bring proof of the visit afterwards. "Freshman welcome" days are **not excused** as college visits unless there is documentation that the student will be participating in honors college testing, auditions, or something similar.