# SECONDARY - ATTENDANCE PROCEDURES

Be on time for each of your classes. Follow the schedule as shown on your timetable.

If you are **LATE** coming to school or to class

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Report to the Main Office and sign the **SIGN IN** book.

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Receive **ADMIT SLIP** from Mrs. Passmore or Mr. Farber and proceed to class.

If you are **ABSENT** from school for an entire day

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A **PHONE CALL** is necessary from your Parent or Guardian, or yourself if over 18 years old, before school begins, for each day of absence.

(416) 266-8878
ext. 231

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Upon your return, a **NOTE** must be presented to Mr. Farber. Your note will be filed with the Principal and you will receive an ADMIT SLIP from Mr. Farber or Mrs. Passmore.

If you have to **LEAVE school early,** you must receive permission from Mr. Farber or Mrs. Passmore.

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If you have a note or need to call home…

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Report to the Office to **SIGN OUT.**

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Upon returning to school go to the Main Office to obtain an **ADMIT SLIP** from Mr. Farber or Mrs. Passmore.