



North Forsyth High School Attendance

Email: nfhsattendance@forsyth.k12.ga.us

Fax: 770-781-2273

Phone: 770-781-6637 x 160100

FCSS Attendance Policy: <https://www.forsyth.k12.ga.us/page/688>

Please forward attendance/check-in / check-out information for your student to nfhsattendance@forsyth.k12.ga.us. Parent or medical notes can be sent in with your student, delivered in person, faxed, or emailed. NO checkouts or excused absences by phone.

- Please include the student's first and last name, student ID number, date(s) of absence(s), and reason.
- Notes must be emailed to nfhsattendance@forsyth.k12.ga.us, submitted in writing to the attendance office located in the NFHS main office, or sent by fax to (770) 781-2273 within five (5) school days of absence to be excused.
- Student written notes are not accepted.

Check-In:

- If arriving after 8:30 AM students should report directly to the attendance office to check in and receive a pass to class. Students may check themselves in without a parent/guardian.

Check-Out:

- NFHS does not use the pick-up list from your student's card from middle school. We go strictly by the information you enter in Parent Portal. NFHS will not release any student to someone who is not on their approved pick-up list. To update this list, log in to Parent Portal

and select the Demographics tab where you can add approved adults. You will need to do this for each student you have at North Forsyth High School. If you need help with your Parent Portal login, visit: <https://campus.forsyth.k12.ga.us/campus/portal/forsyth.jsp>

- When checking a student out you will need to provide the student number and your picture ID. * Tip: store your student's ID number on your phone.
- If it is necessary for your student to check out early due to illness, they must see the school nurse first. Nurse Lewis or Nurse Tilley may require that their parents or guardians provide their approval prior to the student leaving the school premises.
- The latest a student can check out is 3:20 PM. Please plan to have your child picked up before this time.
- When sending a detailed email requesting that your student be checked out by someone not listed in Parent Portal the email must originate from a parent or guardian email address you have in Infinite Campus. Please include the name of the person checking your student out as it appears on the ID they will be presenting to check your student out.
- Email checkout requests are only for students who drive to school. Students who drive themselves are permitted to check themselves out provided that their parent or guardian sends an email to the attendance office. Email should originate from the parent/guardian email on file in Parent Portal and include the student's first and last name, student ID number, date, time, reason, and parent/guardian contact number. Please allow at least one hour prior to the student's check-out time. Students who do not check out with the attendance office before leaving campus will be considered skipping.
- Download the Campus Parent App to sign up for notifications of your student's absences.