

# FAQS ABOUT DESANA'S FRONT OFFICE PROCEDURES

## FRONT OFFICE

- The Front Office hours are 8:15AM to 5PM. Although students may enter the building at 7:30AM, the Front Office does not open until 8:15AM.
- The Front Office will not interrupt classes for items forgotten at home; however, teachers will be notified of forgotten lunches or eyeglasses. You may feel free to leave any other items that are labeled with your student's name. It will be the student's responsibility to retrieve their item.

## STUDENT CHECK IN

- Students are allowed to check themselves in. Parents are not required to come in.
- Students are expected to be in class and ready to learn by 9:00AM. Students who arrive after the 9:00AM bell will check in through the Front Office and be counted as tardy or absent.
- A medical or parent note explaining student tardiness or absence should be submitted to the Front Office within 5 business days.
- Medical or parent notes may be submitted in person to the Front Office, or by emailing [lgarcia@forsyth.k12.ga.us](mailto:lgarcia@forsyth.k12.ga.us), or by fax at 770-667-2592.
- Please note that leaving a voice message is not an acceptable form of communicating a student's absence to the school. A physical note must be submitted.

## STUDENT CHECK OUT

- Only authorized individuals listed in Parent Portal will be allowed to check out students.
- Proper identification must be presented to the Front Office upon student check out.
- Notes stating that you will be checking out your child(ren) are not required in advance.
- The Front Office will call for your child(ren) after you come in and present proper identification. Please know that this process may take a few minutes and is dependent on where your student is at the time of check out. It is important for you to allow ample time, especially when you are trying to make it to an appointment.
- No check outs are allowed after 3:45PM, except in case of an emergency.
- Please submit medical or all other notes within 5 business days of the student's absence.

## TRANSPORTATION

- Please decide your student's mode of transportation prior to your student leaving home in the morning. Be sure your student knows whether he/she will be a bus rider or a car rider before he/she leaves for the day.
- Car riders do not need notes or carpool numbers to be picked up. Once car riders are dismissed, they depart through the front of the building and look for their car.
- Students who would like to walk or bike ride home must have their parent complete and sign a "Walker/Biker Permission Form." This form can be accessed [here](#) or picked up in the Front Office and should be turned back in there.