

## What To Do When...

### Excusing Absences

- ◆ Call, e-mail, or have your child drop off a note at the Attendance Office
- ◆ Always include a valid reason when excusing absences

### Early Release

- ◆ Call, e-mail, or have your child drop off a note at least 2hrs in advance noting the time your child needs to be released (i.e.: doctor appointments). This gives us enough time to give your child an Early Release Pass to leave class.
- ◆ The student will not be released and excused without permission from parent/guardian via phone call, e-mail, or a note.

### Update Your Contact Information

- ◆ Only contacts in our system under your child's name are allowed to pick him/her up, and call in absences and early release
- ◆ Check in with the Attendance Office to ask who is on your child's contact list, and update when necessary

## What To Do When...

### Your Child Arrives Late to School

- ◆ Have your child come to the Attendance Office to receive a hallway pass to go to class
- ◆ Having your child check in with us also ensures that we can give you accurate information on whether or not he/she made it to school safely
- ◆ Students more than 10 minutes late to class are marked absent.

### Missing More Than 5 Days of School

- ◆ *Due to Medical Issues:* provide a doctor's note to excuse absences. We will also provide a copy of the note to the clinic if needed so that we know what to do when the medical issue arises while your child is in school
- ◆ *For Pre-Planned Events:* have your child come to the Attendance Office for a **Pre-Planned Absence Form**. The Attendance Specialist will explain how it needs to be filled out. Turn it in as soon as possible.

**IF YOUR CHILD HAS ANY ISSUES THAT WILL AFFECT HIS/HER ATTENDANCE IN SCHOOL, please let us know immediately. We have a support team that can assist in finding solutions.**

# Cleveland High School ATTENDANCE



**Location:** Building 2, First Floor, Room 2050  
(across the hall from the Counseling Office)

### **Ms. Disney Bayot**

*School Attendance Specialist*

**Direct Number:** 206-252-7804

**E-Mail:** [dnbayot@seattleschools.org](mailto:dnbayot@seattleschools.org)

### **Ms. Francesca Castañeda-Barajas**

*9th Grade Attendance Specialist*

**Direct Number:** 206-252-7849

**E-Mail:** [frcastanedab@seattleschools.org](mailto:frcastanedab@seattleschools.org)

# How To Register for The Source

## How To Check Your Child's Test Scores, Attendance, and Current Grades Online

As a parent of a high school student, you can register online for THE SOURCE. It is an online tool to help you keep track of your student's attendance, grades, classes, and test scores.



TO REGISTER, you need the following information:

- ◆ Your child's school ID number (7 digits)
- ◆ Your child's date of birth
- ◆ Your child's school name
- ◆ An E-Mail address (this will become your Username)

1. Visit <http://ps.seattleschools.org/> and click the **Sign up** button.

2. Read the instructions then click the **Add Student Information** button.

3. Enter each student's **7 digit SPS student ID#, date of birth** and **school**.

\*\*\* If you only have 1 student, click **Finished Adding Students**. If you have more students, click **Add Another Student**. When you are done adding all students, click **Finished Adding Students**\*\*\*

4. Enter and confirm your email address, then click **Done**.

5. Check your email for a message from [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org)

**NOTE:** If you don't see the email, it may have been routed to Spam or Trash, depending on your email settings.

6. Open the email and make note of the **Access ID** and **Access Password**. The Access Password is *cASensitive*, please use all **UPPER** case letters, no spaces.

**NOTE:** You may share your codes with your child's other parent or guardian.

7. Click the **Create Parent Account** link in the email.

8. Enter your name, e-mail address, and create a password. **Your email address will be your Username. Please do not use an apostrophe ' in your password.**

9. Enter each student's name, **Access ID** and **Access Password** (UPPER CASE letters, no spaces). Use the drop-down menu to select *your* relationship to the student.

After you have added all of your students, scroll to the bottom and click **Enter**. This will take you to the Source log on screen.