

Submitting Attendance to the JSHS

If you know *in advance* that your student will not be in school:

- a. Email jshs.attendance@tullyschools.org before the date of the absence. If this absence is noted in SchoolTool, you should not receive a ParentSquare notice. If the absence does not have a reason assigned to it, you should receive a ParentSquare notice.

If your student is *sick*:

- a. Wait for the ParentSquare notification to be sent out (normally around 9:30 a.m.) and then click on the link sent to your email/phone to reply with an absentee reason, **OR**;
- b. Email jshs.attendance@tullyschools.org. If this absence is submitted before 9:00 a.m., you should not receive a ParentSquare notice.

If your student has an *appointment*:

- a. Send in a note in with your student the day of including their name, time you are picking them up, and for what type of appointment they are going for. We will make sure to sign them out at the appropriate time and they will meet you at your vehicle (unless they are a student driver), **OR**;
- b. If you forget to send in a note the morning of, please call the attendance clerk at 315-696-6245, so we know when to release your student, **AND** send in a note with your student when they return stating what appointment they were taken to with the date on it.