

Little Miami High School

Attendance Quick FAQ's

If your student is going to be absent or late to school, please call and leave a message on our attendance line by **9:15am** with the following information:

- **FIRST** and **LAST** name of student
- **REASON** for absence or late arrival
- **NAME** of parent or guardian leaving message
- **PHONE NUMBER** of parent or guardian leaving message

High School Main office/attendance: 513-899-3781 press 1 for the attendance line

If your student needs to leave school early, they should bring a note to the main office at the start of the school day (office cannot accept phone calls for early dismissals)

OR

A parent or guardian can send an email to hsoffice@lmsdoh.org any time during the school day. The email must include the following information:

- **FIRST** and **LAST** name of student
- **REASON** for early dismissal
- **TIME** the student needs to leave school

*****Please notify your student when an email is sent for their dismissal*****

Doctor notes used to excuse absences can be brought to the main office at the beginning of the school day

OR

Doctor notes can be emailed to hsoffice@lmsdoh.org or faxed to **513-899-4912**

