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### **GCA Office Pass to Class**

- These should only come from the Receptionist at the Front Desk/Office.
- If you are receiving this pass, the student that you received it from just signed in at the Front Desk.
- Please put on the Pass the time that the student entered your class (so that the Administration can know if they signed in and then took more time than needed to get to their class).
- The Attendance Secretary will change your UA (Unexcused Absence) to the appropriate category.
- Give the Pass to Mr. Masimer (he has an envelope on the divider of his cubicle).

### **Pass to Class**

- These passes are from teacher to teacher (to allow a student who is tardy into class).
- Teachers should only use these passes when a student is going to be late to his next class or if they have been given permission to go speak to someone else in the building.
- When you receive one of these passes for a student being tardy to class, it is your responsibility to change the attendance code in RenWeb from AU or TU to the TC category.
- Put in the comments section (on RenWeb) the time and the teacher's name that signed the pass. It is helpful if you can also note the time the student entered class (so that the Administration can know if they took more time than needed to get to their class).
- Give the pass to Mr. Masimer (he has an envelope on the divider of his cubicle).

### **GCA Communication Slip**

- Please slip students for infractions and be sure to be consistent!
- Make sure to sign the slips (legibly) and date them.
- Give the WHITE copy to the student and the YELLOW copy to Mr. Masimer (he has an envelope on the divider of his cubicle).