

Subject: EMMS reminder concerning attendance email use

Date: Monday, February 3, 2020 at 2:22:28 PM Eastern Standard Time

From: Ellicott Mills Middle School

To: Jennifer Johnson



Ellicott Mills Middle School

Reminder: Purpose and Use of EMMS Attendance Email

Last year, EMMS established an email address (emmsattendance@hcpss.org) for parents to use to send absence notes. It has been very beneficial in ensuring that students' records are accurate, however, we are also receiving requests for early dismissals, or information about a late arrival, or other special requests (i.e. requests for work); this email account is **not** checked until the end of each day therefore, any notice other than an absence notice is not seen in a timely manner.

REMINDERS

Late Arrival

- If your child is arriving late for any reason, give them a note to bring in and they can sign themselves in, or you may come in and sign them in.

Early Dismissal

- All parents are required to come in when a child is being dismissed early. If you give your child a note in the morning and they bring it to Student Services during homeroom, they will receive a pass that they can show their teacher for dismissal (if they remember); it is not required to provide a note ahead of time.
- Please make sure you come in at least 5-10 minutes sooner than you need them, to allow for the transition.
- And remember, we will not call down students for early dismissal beyond 2:50 p.m. due to the business of our parking lot and the concern for safety.

Thank you for your assistance and attention!

Connect with Us:

**Address**

4445 Montgomery Road
Ellicott City, MD 21043

**Phone**

410-313-2839

**Website**

emms.hcpss.org

**Twitter**

[@hcpss_emms](https://twitter.com/hcpss_emms)

Howard County Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Howard County Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.