**OFFICE PROCEDURES TO ASSIST YOU WITH PTL’S & ABSENCES**

***PTL (permission to leave):***

This year, due to our state mandated security changes on campus, we are asking parents for help when requesting Permits to Leave (PTL) for their student.  All buildings and gates are locked, except during passing time.  (time between classes)

**Students should have a note from their parents and come into their grade level or program secretary first thing in the morning to pick up their PTL. This procedure is efficient and gets your student out of class for pick up in a timely manner.**

We ask that parents please be mindful of the bell schedule when planning a student’s PTL exit time.  Please have their exit time take place during passing time (time between classes). Below are the times the gates are opened to student parking when PHUHS operates on our regular bell schedule.

**Student Parking Lot Gate Opening Times
Open - Closed**6:30 - 7:35
8:07 - 8:22

8:59 - 9:14
9:52 - 10:07
10:44 - 10:59
11:14 - 11:29
11:36 - 11:46
12:06 - 12:21
12:58 - 1:13
1:50 - 2:25

 If exiting between classes is not possible due to a last-minute appointment, students are responsible for picking up their PTL prior to the start of the class they need to leave.  Thank you.

With your help, we will be able to have your student ready for a speedy pick up!

***PTL due to ILLNESS***

Please have students that are ill ***report to their teacher to be sent directly to the clinic*** located in the administration building. The nurse will contact the parent/guardian for permission to leave.

***Reporting Absences***

1. You may call or email your student’s grade house secretary

**All Medical Students 2087 marinojay@pcsb.org**

**All IB Students 2086 roepkej@pcsb.org**

 **9th Grade University 2036 redfieldd@pcsb.org**

**10th Grade University 2002 pearsontr@pcsb.org**

**11th Grade University 2038 mayr@pcsb.org**

**12th Grade University 2038 mayr@pcsb.org**

1. **Go to** [**www.phuhs.org**](http://www.phuhs.org) **on the front page it will say REPORT STUDENT *ABSENCE* (upper right corner)**

 **you may do so there.**

***PLEASE DO NOT USE THIS link FOR PTL’S*, in most cases the notification will not be seen until the end of the day. You must send a note with your student or email your student’s grade level secretary for a PTL.**