

Dear JYK Families,

As we begin another school year, JYK Discovery Charter School is continuing the use of our **Student ID Swipe Attendance System for the second year**. Last year, students began using their school-issued ID cards to help us record daily attendance more accurately and efficiently. This year, we are continuing and strengthening that process so that student IDs remain an important part of our **daily morning entry routine**.

Student ID Distribution

Over the next few school days, students will receive their school ID cards for the 2026–2027 school year. Staff will remind students about the importance of keeping their ID secure and having it available every school day.

Student IDs may be:

- Attached to the student's **bookbag (Recommended)**
- Clearly visible inside a **clear bookbag** so the ID can easily be scanned
- Worn on a **lanyard**

Daily Swipe Attendance

Just as students did last school year, students must bring their ID to school **every day**.

Upon entering the building each morning, students will scan their ID at one of our **Swipe Attendance stations**. Their arrival will then be recorded electronically through our attendance system.

Our goal this year is to make the Swipe process even more consistent and efficient for all students.

Why the Swipe System Matters

The Student ID Swipe system helps JYK:

- Maintain **accurate daily attendance records**
- Speed up the morning student intake process
- Quickly identify students who are present, late, or absent
- Support a **safe and secure school environment**
- Keep attendance information connected with our student information systems

Student IDs are considered a school asset. **If an ID is lost, a \$10 replacement fee will be added to the student's PowerSchool account.** Families will be contacted before a replacement ID is ordered.

Morning Entry & Lateness

Before 8:30 AM

Students should Swipe their ID upon entering the building and proceed to their assigned area or classroom.

After 8:30 AM

Students who Swipe into the building after 8:30 AM will automatically receive a **Late Slip** through the Swipe system to give to their classroom teacher.

After 10:00 AM

Students arriving after 10:00 AM must be **accompanied by an adult listed on the student's record and provide appropriate documentation, such as a doctor's note.**

These students will also receive an automated Late Slip through the Swipe system.

SafeArrival Notifications — SchoolMessenger

JYK will also continue using **SafeArrival through SchoolMessenger**, which works alongside our attendance procedures to help families stay informed.

If your child is recorded as late or absent, families enrolled in SafeArrival may receive an automated **phone call or text message**.

Families may use SafeArrival to report an absence. If an absence is not properly reported, excused, or supported by required documentation, it may remain listed as **Unexcused in PowerSchool**.

What Families Need to Do

Please help us make our second year of the Swipe Attendance System even more successful by:

- Making sure your child **brings their ID to school every day**
- Keeping the ID visible on the student's **bookbag, lanyard, or inside a clear bookbag**
- Reminding your child to **Swipe in every morning**
- Reviewing your contact information in **PowerSchool**
- Keeping and submitting required **doctor's notes or attendance documentation**
- Reporting a lost ID as soon as possible

If your child loses their ID, please contact **PowerSchool@dcsschool.com** to begin the replacement process.

For more information about **Swipe, SafeArrival, or PowerSchool**, please visit our school website under:

Parents → Parent Info Page

Thank you for your continued cooperation and partnership as we move into **Year Two of our Student ID Swipe Attendance System**. With families, students, and staff working together, we can continue improving the safety, accuracy, and efficiency of our morning attendance process.

-SUPPORT -INSPIRE -SUCCEED

Warmly,

**JYK Discovery Charter School
Attendance & Technology Team**