

# Herndon High School Attendance Office

**Phone Numbers:**

*703-810-2282*

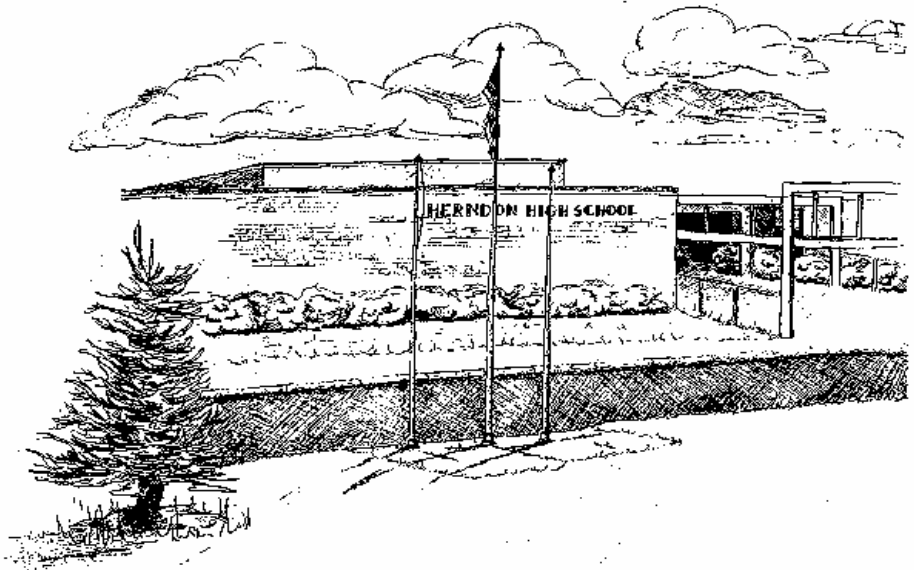
*703-810-2283*

**Fax:**

*703-810-2284*



LOCATION  
ROOM 151  
CONVENIENTLY  
LOCATED INSIDE OF  
ENTRANCE 11  
ON THE  
MAIN OFFICE  
CORRIDOR



**Herndon High School will be implementing a new Attendance Office for the 2009-2010 school year.** Unlike in the past when students' attendance procedures were handled through their Grade Level Offices, the new Attendance Office will help streamline procedures for students, parents and staff.

The Attendance Office is located in room 151, the first room on the left as you enter Herndon High School through Door 11.

**ALL students must check in and check out through the attendance office.**

Please use the numbers provided to notify HHS in the event your student is absent or tardy.

Students need to bring in notes to the office if they need to check out early for appointments.

We are confident that our new Attendance Office will help to assist you and your student with any of their attendance related concerns.