

# West Springfield High School

## ATTENDANCE POLICIES

It is the responsibility of the parent / legal guardian to call or send a note to the Attendance Office to report absences. Parents may utilize the 24-hour phone line **(703) 913-3838** to leave messages regarding absences, early dismissals, and late arrivals. After 48 hours, all full and partial day absences must be cleared by the grade-level administrator.

**Students must attend all scheduled classes to be eligible to participate in after school extracurricular activities on that day. Prearranged absence forms, filed in the attendance office before the absence, and previously scheduled medical appointments do not have after school activity restrictions.**

### Pre-Arranged Absences

For college visits, religious holidays, or family events that cannot be scheduled during regular school breaks and FCPS Holidays, students must bring a note from a parent/guardian to the Attendance office **at least two days prior to the scheduled absence**. The student will receive a form requiring teacher and parent /guardian signatures. The completed form must be returned to Attendance prior to the absence. Partial day absences should also be pre-arranged. Please avoid any absence during quarter and final exam periods. Check the Student planner or visit our website for the school calendar.

### Check-In - **Students who do not follow check-in procedures will not be excused.**

Students may not enter a classroom after 7:40am without checking in at attendance. Students who arrive later in the school day must check in at attendance (including during morning break and lunch). A note/phone call to attendance is required for all late arrivals. Car trouble, missed bus, pupil placement transportation problems, and oversleeping are not excused.

### Check-Out - **Students must follow check-out procedures to be excused**

Students may not leave school grounds for **any reason** during the school day without an attendance check-out pass. After a parent/guardian has informed Attendance by phone or in writing, a check-out pass must be picked up in the Attendance office **by the student** who is leaving school grounds. If the student is scheduled to leave during a class period, the check-out pass must be obtained **before the class begins**.