

**ATTENDANCE INFORMATION**  
**Woodland Park High School**  
**2017-18**

Dear Parents/Guardians and Students:

It is very important that the school maintains accurate attendance records. Please assist us by following the procedures below to help your child maintain good attendance at Woodland Park High School.

*Please keep for future reference.*

- On the day your student is ill, please call by 7:30 a.m. If you are unable to call, a note is required when the student returns to school. Voice mail is available 24/7 for your convenience in reporting absences. Please leave your student's name, grade, reason for the absence, and your name. ***Do not reply to the auto email.*** The information will not get to the Attendance Secretary. You may call or send in a note to clear up attendance.
- If your student needs to leave early for an appointment, **please send a written note** indicating the time and reason for the early dismissal and have your student bring it to the attendance window for an early dismissal slip. This allows the student to be released from class at the proper time. ***Students must sign out before leaving the building and sign in upon returning.***
- When a student comes in late or is late to classes (tardy) the time will be counted against perfect attendance.
- In the event your student needs to miss school for an extended amount of time (5 or more days); a Pre-arranged Absence Form must be completed and approved prior to leaving. It is the student's responsibility to get his/her assignments and return the original Pre-arranged Absence Form back to the attendance office prior to leaving. A copy of their assignments will be given to your student.
- Students who become ill during the day ***must report to the nurse's office or the main office*** before going home. If a student leaves at lunch and becomes ill, please notify us that your child is home sick.
- **All students who arrive late or need to leave early MUST sign in/out at the reception desk.** A student cannot be released to anyone not listed on their emergency release form, including older siblings. Please keep the attendance office informed of all additions or deletions to your emergency list and any changes in your address, home, or work phone numbers.
- If you receive a call or email grading your student's attendance that you believe in an error, please your student clear their attendance with the teacher. The teacher will then communicate the correct attendance to the Attendance Secretary.

If you need further assistance or have questions or concerns, please call the attendance office at 686-2068.

Thank you,

Kristin Zeller  
Attendance Secretary