

Wyoming Valley West High School

Attendance Information Sheet

Attendance is the most important part of a person's education. If you aren't present, you can't learn! However, things obviously happen that would preclude a student from being able to attend.

Please review the information below as a guide to our school and district policy. As always, if you have any questions, feel free to call the Attendance Office of the High School at (570) 779-5361.

- What if I am absent?
 - If you are out for any reason, you **must** return to school with a **note**.
 - You can use the "excuse form" under the "Attendance" quick links.
 - A parent/guardian can also email the HS Attendance Office – hs.attendance@wvwsd.org
 - A physicians' note is also acceptable
- Is there a limit to the amount of notes I can provide?
 - Yes.
 - You are permitted 10 parent notes
 - Unlimited physician notes
- ALL Parents, Guardians, and Students should review the District's Attendance Policy. *Available in the student handbook and also under the "Attendance" quick link.
- School begins at 7:20
- Students are considered LATE as of 7:27.
- HR ends at 7:30
- What if I'm late?
 - You will need a parent note to be considered an "Excused Late." All "lates" are subject to principal review.
 - Use the designated "Excuse Form" for late arrivals.
 - If you do not have a note, your late will be unexcused.
- What if I need to leave early?
 - An early dismissal requires a note dropped off to the Attendance Office first thing in the morning.
 - A phone call can also be placed to the Attendance Office in advance
 - An email to the Attendance Office will also be acceptable – if sent in a timely manner.
- All visitors must show ID! No Exceptions!

- Any student old enough to leave on their own must be approved by a guardian and the Attendance Office.
- Any student taking an educational trip, must have a parent completed "Educational Trip" form completed and approved by the principal in order to be considered excused.

Thank you in advance for taking the time to review our procedures. The safety and well-being of our student body is of the utmost importance.