



WINNISQUAM REGIONAL HIGH SCHOOL
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Dear Parent/Guardians:

In an effort to keep parents/guardians informed, I would like to take this opportunity to share with you again the procedure regarding class attendance. The emphasis is on safety and keeping parents/guardians aware of this procedure.

The chairperson of the Attendance Committee, Ms. Donna Broers, will monitor your child's attendance. If your child has four or more unexcused absences for a semester class or eight or more for a yearlong (*reminder three unexcused tardies will equal a class absence) the following action will take place.

Dr. Christensen and Ms. Broers will meet with your son/daughter to review their attendance. At that time, an attendance contract placing their attendance/credit(s) on probation and it will be reviewed at the end of the semester. This contract means they are aware of the academic consequences should they exceed the number of allowed absences. Once the student has signed the attendance contract, it will be forwarded to you for your signature and then will need to be returned to the school by the requested date. As stated in the handbook, the consequences for exceeding the allowed number of absences will result in meeting with the Attendance Appeals Committee (January 11th, 12th, 14th, 19th and 29th) to review their case and one of three possible outcomes will be decided on:

1. Their credit will be reinstated.
2. They will be placed on probation for the following semester.
3. They will lose their credit.

* Please note that if they fail to appeal credit(s), they will automatically be denied for the classes in question. It is vital that we support one another. The best way to ensure student growth is for them to be in class, actively engaged in learning. If you have any questions, please refer to the student handbook (pg 18-20) or call the main office.

Sincerely,

Dr. Mark Christensen, Assistant Principal