



WINNISQUAM REGIONAL HIGH SCHOOL
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Class Attendance Procedures

Dear Parent/Guardians:

In an effort to keep parents/guardians informed, I would like to take this opportunity to share with you the procedure regarding class attendance. The emphasis is on safety and keeping parents/guardians aware of this procedure. A member of the Attendance Committee 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: A member of the Attendance Committee will meet with your son/daughter to review their attendance. At that time, an attendance contract placing their attendance/credit(s) on probation will be served and the attendance record 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 it 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 to review the student's case and one of three possible outcomes will occur:

1. The student's credit will be reinstated.
2. The student will be placed on probation for the following semester.
3. The student 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 question, please refer to the student handbook or call the main office.

Sincerely,

Dr. Mark Christensen
Assistant Principal