

## Westfield High School Attendance Policies

REPORTING ABSENCES	LATE ARRIVAL - CHECK IN												
<p>Please send in a parent/guardian signed note or call 703-488-6316, to report all attendance issues. The attendance extensions are as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Spanish</td> <td>Press 6</td> </tr> <tr> <td>Subschool 1 (A – Dam)</td> <td>Press 1</td> </tr> <tr> <td>Subschool 2 (Dan-Jac)</td> <td>Press 2</td> </tr> <tr> <td>Subschool 3 (Jad – Mol)</td> <td>Press 3</td> </tr> <tr> <td>Subschool 4 (Mom-Sam)</td> <td>Press 4</td> </tr> <tr> <td>Subschool 5 (San-Z)</td> <td>Press 5</td> </tr> </table> <p><b>Parent/guardian signed absence notes or telephone messages should include the following information:</b></p> <ul style="list-style-type: none"> <li>• Correct spelling of the student’s name</li> <li>• Student’s FCPS ID number</li> <li>• Reason for the absence, including symptoms, if applicable</li> <li>• Your relationship to the student</li> <li>• Parent/Guardian daytime phone number</li> </ul> <p><b>Absences must be excused within 48 hours. After 48 hours, the absence is changed to unexcused.</b></p>	Spanish	Press 6	Subschool 1 (A – Dam)	Press 1	Subschool 2 (Dan-Jac)	Press 2	Subschool 3 (Jad – Mol)	Press 3	Subschool 4 (Mom-Sam)	Press 4	Subschool 5 (San-Z)	Press 5	<p>Late arrivals to school due to medical appointments, etc., require a phone call from the parent/guardian before the start of the school day, or the student must bring a written and signed note from the parent/guardian to the subschool office upon arrival. The note should include:</p> <ul style="list-style-type: none"> <li>• Student’s name and FCPS ID number</li> <li>• Date, time and reason for the late arrival</li> <li>• Daytime phone number for the parent/guardian</li> <li>• Parent/guardian signature</li> </ul> <p><b>Please note: Late arrivals are NOT excused until they have signed in at the subschool.</b></p> <p>Failure to check in at the appropriate subschool will result in an unexcused tardy or unexcused absence.</p> <p>As per FCPS attendance policies, the following reasons for late arrivals or absences are <b>not excused:</b> car trouble, missing bus, traffic, weather, power outages, over sleeping and babysitting.</p>
Spanish	Press 6												
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PREARRANGED ABSENCE	EARLY DISMISSAL – CHECK OUT												
<p>To request an approved absence for an unusual reason, including college visits, a student must submit a written note from his/her parent/guardian to the appropriate subschool to receive a prearranged absence form to be completed by his/her teachers. Notes must include the following information:</p> <ul style="list-style-type: none"> <li>• Student’s full name and FCPS ID number</li> <li>• Reason for the request</li> <li>• Date(s) of the absence(s)</li> <li>• Daytime phone number for the parent/guardian</li> <li>• Parent/guardian signature</li> </ul> <p>The prearranged absence form must be returned to the appropriate subschool at least two days prior to the absence for approval.</p> <p><b>Requests for prearranged absences do not receive automatic approval. If approved, only the first five (5) days of the absence are approved. The remaining days of the absence are unexcused.</b></p>	<p>Students who need to leave school grounds during the school day must bring a note to the appropriate subschool <b>before 8:10 a.m.</b>, to receive a check out pass. The note should include:</p> <ul style="list-style-type: none"> <li>• Student’s name and FCPS ID number</li> <li>• Date, time and reason for leaving school grounds</li> <li>• Daytime phone number for the parent/guardian</li> <li>• Parent/guardian signature</li> </ul> <p><b><u>Verbal dismissals are not accepted</u></b></p> <p>If the parent/guardian was unable to send in a note with the student, the following options are available:</p> <ul style="list-style-type: none"> <li>• Fax a note to the appropriate subschool with the above information</li> <li>• Come to the main office with a photo ID You will sign in and proceed to the appropriate subschool to check out your student. If your student is in PE, lunch or if the class is out of the classroom, this method may take extra time. Please allow plenty of time!</li> </ul> <p>Failure to check out properly will result in an unexcused absence.</p>												