**Parents/Guardians should report absences, late arrivals, and early departures to the Attendance Office** by either emailing, calling the Attendance Office, or sending a fax.

* Email [WLHSattendance@apsva.us](mailto:WLHSattendance@apsva.us)
* Call 703-228-2727
* Fax 703-524-9814

Please include:

* Student legal name and, if known, student ID
* Grade level
* date and time of absence, late arrival or early dismissal
* parent name and phone number
* reason for absence. Please be specific about the reason why your child will not be attending school that day. If sick, please indicate what symptoms your child has and if they have seen a medical professional.

**Please do not use Parent Vue to check your student out early or to excuse tardies. For these situations, please use the options above.**

**Absences :**

* **If your child has been absent for any reason, you must notify the school as soon as practical, but no later than two (2) school days after they return to school.  The notification must be done in writing and is subject to and verification.**
* Students that are going to be absent for FIVE (5) or MORE DAYS ***MUST*** have approval from their administrator in order to be excused.
* Pre-arranged, extended absences (6 – 10 days) must be approved by the Principal. This must be done at least TEN (10) days in advance of first (1st) absence. \* The student must be in good academic standing, and greater than 10 days absent will not be approved.
* Students returning from absences should work with their classroom teachers to complete missed assignments, unless special arrangements have been made via the appropriate avenues.

**Unverified Absences:**

* Three (3) unverified absences in any class will result in referral to the student’s administrator, parent notification and assigning of Saturday School or alternate consequence.
* If a student has three (3) full days of unverified absences parents will be notified directly by the Attendance Office. Students will be referred to the Attendance Specialist and their administrator for further action.
* “If students are absent without indication of parents’ awareness and support for five days, the Code of Virginia requires school staff, parents and students to jointly develop a plan to resolve the student’s nonattendance.” - (per APS School Board Policy)

**Excessive Absences:**

* After three (3) consecutive excused days, the Attendance Office will need official documentation by a medical professional to be provided either through email (a picture/scan), fax, or dropped-off in-person to excuse any further days.
* After ten (10) total excused absences, future absences would need to be either approved by the students’ administrator or have official documentation from a medical professional to be excused.
* Fifteen (15) consecutive excused or unexcused absences will result in the student being withdrawn from school.

**According to APS policy, the following are considered EXCUSED ABSENCES:**

* Illness or quarantine of student;
* Doctor or dentist appointment;
* Death in the family;
* Observance of a religious holiday;
* Summons to a court of law;
* Violent storms or state emergencies;
* Suspensions;
* Severe family emergencies;
* Middle and High School students for one school day for the purpose of engaging in a civic event;
* High School juniors and seniors with prior approval from the principal or designee, for the purpose of college admission visitations, or to apply for post-graduation jobs; and
* All others approved in advance by principal or designee.

**Absence Notifications:**

The automated telephone absence notification system will call the home of any W-L student who is absent without an approved excuse from one or more classes.

* 11 a.m.: Call and text based on information entered in Synergy at 10:30 a.m.
* 5 p.m.: Call and text based on info in Synergy at 4:30 pm. The evening call will recap unverified absences throughout the day.

**Tardy Policy** :

* **Three (3) unexcused tardies (UC’s)** in a given course during a quarter will result in a conversation with students and/or parents.
* **Five (5) unexcused tardies  (UC’s) will result in an After-School Detention** and alerting of the student’s administrator.
* Continuing tardies may result in additional After-School Detentions assigned by the teacher or Saturday School assigned by an Administrator.
* After **10 total excused tardies** **(EC’s)**, future absences would need to be either approved by the students’ administrator or have official documentation from a medical professional to be excused.
* *Seniors***:** Excessive tardies will result in off-campus privileges being revoked for the remainder of the school year.

**Late to School :**

**Note: Students are expected to be in their classes and ready to learn at 8:20. Students who arrive between 8:20-8:40 will be marked tardy (UC) by their teachers.**

* Students arriving to their class after 8:20 will be marked tardy by their teacher.
* Students arriving at school after 8:40 AM **MUST** **SIGN IN** at the Attendance Office to be marked present for the day.
* In cases where students have an excused tardy supported by a note, email, or voicemail left with the attendance office, it is important that they sign in upon their arrival. Instances where students arrive late to school due to appointments with dentists, doctors, or clinics, please submit a written note from the certified medical professional to the Attendance Office. This documentation serves as verification of the appointment and ensures accurate record-keeping.

**Leaving School Early:**

A **student MUST have a parental / guardian note to leave school grounds before 3:10 PM**. The note should be presented to the Attendance Office where the student will sign out. *In order to ensure student safety, the Attendance Office may call a parent/guardian to verify that the student is approved to sign out.* If the Attendance Office cannot reach a parent or guardian, the Attendance Office will seek approval from an administrator for the student to sign out. A student who **leaves school without signing out** will have an **unexcused absence**. There will be **no exceptions** to this procedure.

**College Visits**

College visits are excused when a “College Visitation Verification Form” is signed by their administrator PRIOR to the visit and signed by the college representative during the visit.  This form is available in the Counseling Office or in the link below:

* College Visitation Verification Form:<https://wl.apsva.us/wp-content/uploads/sites/38/2022/03/CollegeVisitationForm.pdf>
* Upon return, the completed form is to be submitted to the Attendance Office to have the student’s records updated accordingly.

**School Attendance Specialist:**

The School Attendance Specialist monitors student attendance, coordinating with community agencies and the juvenile court when students have three (3) or more days of unexcused absences.

**Emergency Closings:**

Inclement weather and other school closings will be sent out via APS Parent Square, as well as on the W-L and APS websites. Closings may also be broadcasted on TV and radio. The emergency closing hotline is 866-228-4277 for information via phone.