All Things Attendance

Attendance Office Contact Information

Phone: 703-718-2528  Email: WestPotomacHigh.Attendance@fcps.edu  Location: Room 301A, inside the Main Office

Absences

- Written note, call, or email to attendance office within three days of students return to school
- Excused Absence:
  - Illness, injury, or medical procedure or emergency that requires student to care for sick or injured family member
  - Funeral
  - Legal obligation
  - Religious observance
  - Military obligation (including deployment or returning from deployment of family member)
  - Any reason deemed acceptable by principal
- Information to Include in note/call/email:
  - Student name
  - Student ID Number
  - Reason for Absence
  - Parent/Caller Name
  - Contact Number for questions
- Known in Advance:
  - Pick up and complete and return the Pre-arranged Absence form to the Attendance Office

Check-Outs

- Procedures same as all-day excused absences
- Student MUST obtain a check-out pass from Attendance Office before leaving campus
  - Must be obtained prior to departure
  - Should be shown to teacher in period of departure
  - Student DOES NOT need to check out with Attendance Office if they have the check-out pass
  - Students who leave campus without following procedures will be considered unexcused
  - Student departures WILL NOT be excused after the fact
- Emergency Check-outs:
  - Parent/guardian MUST come in to the Attendance Office to check-out a student
  - Only those on Emergency Contact form may check out a student
  - All parent/guardians MUST show photo ID
  - Please allow 15 minutes for check-out
  - No check-outs after 2:30pm
- Sick Student Early Check-outs:
  - All procedures above apply
  - Students MUST go to clinic to check out sick
  - Check-outs for illness that do NOT go through the clinic will be unexcused

Late Arrivals

- Unexcused
  - Within first 15-minutes of school: Report to SWEEP station
  - After 8:25am report to Attendance Office and check-in
- Excused
  - Report to the Attendance Office and check-in with note/email/phone call