



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*