

# West Salem High School - Attendance

24 Hour Absence Reporting Line: 503-399-3789

Attendance office: 503-399-3785

Here's a brief review of the attendance and checkout procedures. Please note changes and updated phone numbers.

## **To excuse a tardy:**

If your student is running late in the morning or coming in excused late from an appointment, please call ahead or send a detailed note with your student to check in at the attendance window. If the student checks in without a note, the absence/tardy will remain unexcused unless you call the attendance office at 503-399-3785 within 72 hours.

## **Excused absences:**

Please send a detailed note or notify by phone on the 24 hour absence reporting line *before or within 72 hours of the absence* for it to be excused. *Do not leave check out messages on this line.* **The NEW 24 hour absence reporting line is 503-399-3789.**

## **Checkout Procedure:**

Students must check out for appointments through the attendance office before leaving school. We ask that students bring a note from parent (with date and requested check out time) to the attendance office at the beginning of school to get a check out slip. If parents are unable to provide a note, please call in advance to pre-excuse your student. If your child returns to school from being checked out, they must check back in at the attendance office, so that we can adjust their absence accordingly.

If a student is ill and needs to go home, they are asked to go to the student center to contact a parent/guardian. The student center will check out ill students.

As a reminder: *West High is a closed campus for ALL students*, except for Juniors and Seniors who obtain a lunch release waiver signed by parent. This waiver is only for Juniors and Seniors. Please remind your student that they are not to leave campus at any time during the school day without parent notifying the school in advance.

For more detailed information, please review the Absence and Tardy Policy in the Parent/Student Handbook.

*Tamra Rochetto*

West Salem High School

Attendance Office

[rochetto\\_tamra@salkeiz.k12.or.us](mailto:rochetto_tamra@salkeiz.k12.or.us)