

Wichita East High Attendance Policies

This page is to help you find answers to some of the questions you may have on Attendance for your child.

Here are some of the excusable absences:

- Illness/Health (after 96 hours must have a doctor note)
- Doctor/Dental appointments (Must have a note from the doctor or dental office)
- Court appearances
- Funeral of a Relative (unless otherwise approved by Administration) If gone for more than 2 days, the student must bring back obituary or funeral program.
- Religious holidays (must be approved by Administration)
- College visitations (Must have a "Request to be Absent" form** filled out prior to the absence)

Any exceptions will be made by the student's administrator.

Here are some examples of absences not excused:

- Out of town (without a "Request to be Absent" form** filled out prior to absence)
- Slept in
- Running late
- Because the parent says so
- Car problems
- Traffic jams caused by wrecks on the highway or other reasons
- DMV or Driver's License
- Family Emergency (unless clarified or explained)

If you are calling to get a student out it does take 10 to 15 minutes to get a student. This campus is big and does take time to get from one place to another.

Students must check out properly through the nurse or the office when leaving the campus.

When arriving late from a doctor or dental appointment, students must check in at the Attendance Office with a note from that appointment.

Attendance is taken on an hourly basis and computer-generated attendance calls will be made to the home of those students missing one or more inexcusable class periods a day. If there are any questions, contact the attendance office.

Attendance Office phone number and after hour voicemail is (316) 973-7207.

Dr. or Dental notes will be accepted the next day if you want to drop it by the Attendance Office.

To send Dr. or Dental notes to the Attendance Office, take a picture of the note and email to cengram@usd259.net. You can also fax the note to (316) 973-7209.

** Request to be Absent Form can be picked up in any of the offices. Must be filled out by parent, teachers, and approved by Administration prior to the absence.