

West Windsor-Plainsboro High School North Attendance

ABSENCE/TARDY-a parent must post on Genesis a student's absence/tardy prior to the start of the school day or call tel-safe 609-716-5100 x-5110. Please provide:

- Spell clearly student First and Last name
- Date of the absence/tardy
- Student's grade and reason for absence/tardy.

For a tardy the student **MUST** sign in attendance upon arrival to school, even after parent notification. A student missing less than 20 minutes of the class is considered tardy, more than 20 minutes of the class is an absence. Three tardies to a class are equivalent to one absence. The same applies for early dismissals.

EARLY DISMISSAL-students needing an early dismissal must deliver a parent/guardian note to the Attendance Office prior to the start of the first class on the day of the dismissal to receive a pass. You may also enter a daily pick up release in Genesis. **Students must sign out in the attendance office prior to exiting the building** and may meet the parent/guardian outside in the front of the school. **Any student returning must check back in with attendance**. If a student is not feeling well they must be dismissed by the nurses office. Early Dismissal notes must include (please copy and use the attached form):

1. Student's name
2. Reason for dismissal
3. Time they need to be dismissed
4. Parent/guardian signature and telephone number
5. Anyone other than the parent/guardian picking the student up must also be listed in Genesis and granted permission to pick up.

18 YEAR OLDS-may sign themselves out in the Attendance Office and an email will be sent home notifying the parent/guardian. Please refer to the 18 Year Old Attendance document on the district website for further information.

VACATION/EXTENDED ABSENCES-forms are available in the Attendance Office or on the district website under High School North, General Information and should be completed no sooner than 2 weeks before the absence. Click on link for online form.

[Vacation/Extended Absence Form](#)

ABT (UNVERIFIED ABSENCES)-an ABT absence is when a student is presumed present in school but marked absent by a teacher in one or more of their classes including study hall. If the student was present in class or can provide a valid reason for missing class, the student must rectify their ABT with the teacher who marked the student absent by emailing the teacher and copying Mrs. Kocher or by obtaining written confirmation from the teacher and submitting it to the attendance office. If the parent/guardian forgot to notify the attendance office of the student's absence they must call the attendance office to confirm their absence. Any ABT not rectified will be considered as a class cut followed by a Saturday detention. You will receive written confirmation via email. **It is a student's responsibility to be sure they properly sign into**

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study hall to be accounted for. Neglecting to sign into study hall can result in a Saturday Detention.

DAILY VS CLASS ATTENDANCE-the daily attendance recorded in Genesis is the attendance reported for the day as per confirmation from a parent/guardian. Class attendance is the attendance recorded for a student in each class. Loss of credit is calculated by class attendance.

VERIFIED (ABV), EXCUSED (ABE)

A verified absence (ABV) is a student's absence from school for a full or a portion of a day when the parent/guardian has contacted the school with the reason for the absence. Any absence due to reasons listed in the ABE section below does not count towards loss of credit.

An excused absence (ABE) is a student's absence from school for a full or portion of a day when the parent/guardian has provided documentation for one of the following reasons: medical, court appearance, driver's exam, school-sponsored field trips or events. Student illness is only excused when supported by a written letter from a physician/physician's practice within one week of the student's return to school.

Verified absence limits are as follows:

1. Health/Drivers Ed 4
2. Phys Ed 10
3. Semester course 7
4. Full year course 14

EXEMPTIONS FROM ATTENDANCE

- Take your Child to Work day
- Religious holidays-as recognized by the N.J.S.A. 18A:36-14 through 16
- Up to (3) college visits when verification is provided

RELIGIOUS HOLIDAYS

- the attendance office must be notified by a parent within a week of the holiday.

SENIOR PROM-the day of senior prom for High School North is an official half day. **ALL** High School North students will be dismissed at 12:05. Students **WILL NOT** be permitted to leave prior to the 12:05 dismissal time if they are attending Prom

Students must be in attendance during the school day for a minimum of 4 hours to participate in games, practices or performances.

NOTE TO SCHOOL

DATE: _____

STUDENT: _____

FROM: _____

MY CHILD IS LATE DUE TO:

MY CHILD WILL HAVE AN EARLY DISMISSAL

TIME: _____

REASON: _____

STUDENT: WILL / WILL NOT / MAY RETURN

NOTE TO SCHOOL

DATE: _____

STUDENT: _____

FROM: _____

MY CHILD IS LATE DUE TO:

MY CHILD WILL HAVE AN EARLY DISMISSAL

TIME: _____

REASON: _____

STUDENT: WILL / WILL NOT / MAY RETURN