

Student Attendance Policy

At three (3) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached three unexcused absences.
- Students will receive check in services each day with a Westminster team member.
- If the student is absent, the Parent(s)/Guardian(s) will receive a phone call from check in team member.

At six (6) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached six unexcused absences.
- Parent(s)/Guardian(s) will attend a parent conference with the school counselor.
- Check in services will continue with Westminster team member.

At ten (10) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached ten unexcused absences.
- Parent(s)/Guardian(s) will attend parent conference with assistant principal and school counselor.
- Possibility of student retention will be addressed.
- Check in services will continue with Westminster team member.

At fifteen (15) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached fifteen unexcused absences.
- Parent(s)/Guardian(s) will attend parent conference with principal, assistant principal and school counselor.
- Possibility of student retention will be addressed.
- Check in services will continue with Westminster team member.

At eighteen (18) excused/unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached eighteen unexcused absences.
- Student will be retained in current grade due to high level of absenteeism.

* Please note, after a student has accrued 18 absences of any kind, retention will be discussed.

* In order for an absence to be excused, a valid, written excuse must be submitted to the main office upon the students return.