

# **FWHS ATTENDANCE INFORMATION**

## **CONTACT:**

Phone: 253-945-5419

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## **Frequently Asked Questions:**

### **Q: What if my student will be late and I want to excuse them?**

A: For an excused absence (illness, doctor/dentist appointment, etc.) please send in a note with the reason for the absence. They will be excused at the time of their arrival. Please do not call attendance ahead of time.

### **Q: What if my student needs to leave early for an appointment?**

A: Send your student to school with a note stating the time they need to leave and reason they are leaving. Have them bring the note to the Attendance Office when they arrive in the morning. They will be given a pass with the dismissal time and reason. They can use this pass to leave class if necessary.

### **Q: What if my student is sick and needs to go home?**

A: Have your student report to the Health Room where the nurse will assess the situation and contact you if they need to be picked up. The nurse will write a pass and have your student wait in the Health Room until they are picked up.

### **Q: I received a phone call that my student was tardy or absent in a class but my student says they were present. How do we have the attendance updated?**

A: Have your student go to the teacher who marked them absent and request that they email to the Attendance Office with the updated attendance code for that class, if applicable.

Please be sure to include your student's first and last name, ID number and your name and phone number on any notes you send to Attendance.