

Woodward Academy Upper School

Frequently Asked Questions

How do I find out if my child's athletic event has been canceled?

Visit the Athletics page in the Current Families section of the website or call the Athletic Office at 404.765.4050 for up-to-date information about athletic events.

How do I get a copy of my child's transcript?

Call the Counseling Office at 404.765.4470.

How do I leave a message for my student?

Call the Student Information Center at 404.765.1460.

How do I get the attendance form required by the state of Georgia for my child to get his/her driver's license or driver's permit?

See Mrs. Sheesley in the front office of the Upper School.

Where is Lost and Found?

Lost and Found is located in the Tyler Brown Student Center.

Where is the College Counseling Office?

It is on the first floor of the Moss Hall Math and Science Building.

Whom do I call to report my child as absent from school?

Contact Mrs. Reagan at 404.765.4452.

I have a "missed call" on my phone from the Upper School line of 4450?

Please know that our telephone system shows the Upper School office line 4450 as the caller ID number for all telephones on campus. Chances are it was not the Upper School line if you just have a "missed call." If the Upper School calls, we will definitely leave a message.

My child is going to be out sick for several days, what should I do?

Call Mrs. Reagan at 404.765.4452 to report the absence, then call your child's counselor at 404.765.4470 so the counselor can help with assignments.

How do I contact my child's teacher?

It is always best to email the teacher using the faculty/staff directory on the website. You may also call and leave a message on the teacher's voice mail.

Where does my child get his/her service hours form?

You may contact Mrs. Reagan at 404.765.4452 or print it from the Upper School handbook.