



ATTENDANCE



The Attendance Office is open Mondays and Fridays from 7 to 3.

EXCUSING AN ABSENCE:

To excuse a student's absence, please email or call the attendance office based on the 1st letter of the student's last name.

A-K Erica Gonzalez eogonzalez@avhsd.org 661-944-5209 extension 398

L-Z TBD 661-944-5209 extension 399; until the position is filled, Mrs. Gonzalez will be picking up this line as well

Information needed to excuse an absence:

Student's first and last name, parents first and last name, date needed to be excused, and reason for absence.

If a Dental, Doctor, Court note is provided, you can email it to eogonzalez@avhsd.org or you may drop it off in person Monday or Fridays. The attendance office must be notified within three school days of the absence for the absence to be excused. Only a parent or legal guardian can excuse an absence.

WITHDRAWING A STUDENT:

To withdraw a student from Little Rock High School, please email Mrs. Gonzalez to schedule an appointment. You can reach Mrs. Gonzalez at eogonzalez@avhsd.org or by phone at 661-944-5209 extension 398 or 399.