



Enterprise High School
1801 Boll Weevil Circle
Enterprise, Alabama 36330
334-347-2640

May 1, 2023

Dear Wildcat Parents and Students,

In an effort to improve overall school attendance and protect instructional time, we have revised some of our procedures. For planning purposes, we would like to make everyone aware of some upcoming changes for the 23-24 school year as well as remind everyone of policies already in place and covered in our student handbook.

Prior Approval

- We will no longer provide prior approval administrative codes for trips or vacations that fall on a school day. Please do the best you can to plan family trips around the school calendar published on the website. When families are unable to do so, we encourage parents to provide a parent excuse (PE) in order for students to obtain an excused absence. Students can submit up to five parent excuses per semester.

Final Exams

- Our final exam schedule is also published in our student handbook each year. We would like to remind all students that a failure to attend a designated final exam time is considered unexcused and will result in a zero earned for that final, so please make note of these dates.
- A student wishing to exempt a final based on attendance may do so in one course using one of the options below:
 - o No attendance markings (absences/tardies) other than SA (School Activity), FT (Field Trip) or EXE **throughout the semester** which he/she is applying for an exemption and a C or higher in the course.
 - o No more than 3 attendance markings (absences/tardies) other than SA (School Activity), FT (Field Trip) or EXE **throughout the semester** for which he/she is applying for an exemption and an A in the course.
- Members of the Class of 2024 will be allowed to exempt a final exam for any core class in which they scored benchmark for that subject area on the ACT that was administered at EHS in the spring of 2023. This exemption does not apply to dual-enrollment or Advanced Placement courses.

Checking In and Checking Out

- To check your student out of school next year, you have two options: utilize the EHS Check Out Form available on our website and in the handbook, or come to the school in person and check out your student. To ensure the safety of our students, phone and email check-outs are prohibited, and the use of the EHS Check Out Form is required if the parent is not present.
- We would like to remind everyone that students who arrive late or leave during the school day must check in through the office. Please help us by reminding your students that simply dropping a note at the School Excuse Station does NOT serve as checking in or out, and failure to check in or out through the office may result in disciplinary action.

Turning in School Excuses

- For students to obtain an excused absence of any type, parents need to complete an EHS School Excuse Form, and students need to turn it into one of the black boxes located on the first floor/main lobby of EHS main campus. This form will be available on our website, in the handbook, and at the School Excuse Stations. Please remember that state law requires written communication from parents when a student misses class time; therefore, it will be a requirement for the parent to utilize the School Excuse Form for documentation.
- To help parents and students understand our attendance procedures, we will post a PowerPoint titled "Checking In, Checking Out, and School Excuses: The Wildcat Way" on our website for your review. Please be on the lookout for that PowerPoint to become available soon.

We appreciate all of your support in our efforts to protect our students' instructional time. Again, these procedures will be outlined in the 2023-24 Student Handbook, but we wanted to go ahead and communicate with you so that you can plan accordingly.

We are looking forward to finishing out this school year with great success and wish you the best as this year comes to a close!

Go Cats!



Stan Sauls
Principal