



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

August 6, 2024

Dear Wildcat Parents and Students,

As we begin a new school year, I want to welcome you back and share again with you some information regarding attendance procedures at EHS for the 24-25 school year. We believe that regular attendance is essential for a student's successful progress in our Enterprise High School instructional program, so we are asking for your support in these policies.

*Prior Approval*

- We do not 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 and in the handbook. School Excuse Forms submitted for such situations will be coded Parent Excused (up to 5 per semester).

*Final Exams*

Our final exam schedule is published months in advance on our school website and in our student handbook on the school calendar page. 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.

*Attendance Exemptions (AP and DE Courses do not qualify)*

- o Any student wishing to exempt a final based on attendance may do so in one course using one of the options:
    - The student has NO attendance markings (absences/tardies) throughout the semester in all courses AND a C or higher in the course in which the student is applying for exemption with the only exceptions being School Activity (SA), Field Trip (FT), and Exempt (EXE);
- OR
- The student has no more than 3 attendance markings (absences/tardies) throughout the semester in all courses AND an A in the course in which the student is applying for exemption with the only exceptions being School Activity (SA), Field Trip (FT), and Exempt (EXE).

### *Checking In and Checking Out*

- To check your student out of school, you can 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 and out 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 in to one of the black boxes located on the first floor/main lobby of EHS main campus within 3 days upon their return to school. This form is 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. Medical and legal documentation for purposes of requesting such codes may be attached to the form.
- To help parents and students understand our attendance procedures, we have posted a PowerPoint titled "Checking In, Checking Out, and School Excuses: The Wildcat Way" on our website for your review.

The most detailed information can be found in our EHS Student Handbook that includes the Enterprise City Schools' Code of Conduct, so please use that as a reference should you have questions or want to become more familiar with the areas discussed in this letter. We also encourage you to utilize the PowerSchool parent portal to monitor your student's attendance and grades.

As always, we appreciate your support of Enterprise High School and are looking forward to a great school year.

Go Cats!



Stan Sauls  
Principal