



## Student Attendance & 10-Day Drop Process

At Westview High School, we track student attendance closely to help everyone stay on track for success. If a student's attendance falls below **70%**, families will receive a notification letter in the mail.

### 10-Day Drop Process

If a student is absent for **10 consecutive school days**, they will be **dropped from enrollment** and notified by mail and email. After being dropped, students will receive a **"Stand Ready"** letter every week with next steps for re-enrollment.

To **re-enroll**, families must schedule a meeting with both a **counselor and an administrator**.

### Make-Up Work Policy (applies to all absences, including 10-day drops)

Students are responsible for **demonstrating proficiency in missed learning targets** during or after any absence.

- **Teachers determine** how long students have to complete make-up work, but the general rule is **one extra day per missed day**.
- If a student will be absent for **three or more days**, students should contact teachers directly for assignments. Please allow **24 hours for a response**.

For any questions about attendance or re-enrollment, please reach out to the school via our contact us form or email our registrar, Karelhia Zamudio Gaspar.