

# Attendance Guidelines

- 1.) A parent/guardian needs to **CALL** the Attendance office or submit a request through the Absence Request Processing link in Parent Portal prior to **8:30am** the day of the absence. Please state your student's **name, grade, date of absence** and the **reason for their absence**.  
Southwest voicemail is accessible 24 hours a day, so you can call at any time to leave a voice message.
  - 2.) If an absence is for a **medical reason**, please bring in a medical excuse from the doctor's office or send it in with your student to verify that they attended their appointment.
  - 3.) If a student needs to leave school, follow these steps:
    - 1) Parent/guardian must call to excuse them
    - 2) Student needs to sign in/out at the Attendance office
    - 3) An emergency contact can pick up your student **only after** a parent/guardian has contacted us with their permission.
- **BE AT SCHOOL: Per State Law:** A student may NOT miss more than 10 school days in one school year. Please communicate with the Attendance staff.
  - **UPDATE PARENT PORTAL:** It is extremely important to update your family's information for each of your students at the beginning of each school year. The phone numbers and emergency contacts you provide are used when a student is ill or injured.

**AUTOMATED CALLS:** If you have **NOT** called in to excuse your child and they are marked absent for one or more classes, you will receive an automated call that evening alerting you to the absence. You will be given an opportunity to leave a message for the Attendance Office explaining the reason for your student's absence. If you believe your student has been marked absent by mistake, please have them report to the Attendance Office and we can help them resolve the absence.



## **SOUTHWEST HIGH SCHOOL ATTENDANCE OFFICE**



English 920-492-2653

Somali 920-272-7647

Spanish 920-518-3790

Hmong 920-492-2661

**Fax: 920-492-5561**

**Attendance is the SINGLE most important factor in school success!!**