

## New Kent High School: Attendance 2022-2023

- Attendance will be taken by your teacher during **each** class session: block 1, block 2, block 3, and block 4.
- All absences and tardies will be determined as either EXCUSED or UNEXCUSED, depending on the reason provided by the parent/guardian.
- A reason for an absence should be reported **within two (2) school days after student returns**:
  - ATTENDANCE LINE: (804) 966-9671 option 2 is always available for voicemail messages.
  - Or email to [NKHSattendance@newkentschools.org](mailto:NKHSattendance@newkentschools.org)
  - Notes can be dropped off in the **RED mailbox** outside the main office door.
- Once a student has reached the **limit of 5 PCs (parent contact received) per semester**, an LD (legal document) will be required for any future absences to be considered excused.
- Any student who needs to leave early must sign out at the attendance window before leaving the building. If the guardian will not be signing out the student, **a note or email must be provided prior to the student being allowed to leave the building.**
- The ATTENDANCE OFFICE WINDOW is located in the vestibule as you enter the front of the building. This is where the guardian would sign out a student. Proper ID is required.
- Any student who arrives late to school must sign in at the attendance window before reporting to their class. The parent/guardian may provide a reason for unexcused tardies (UTs) via **email or voicemail message**, so long as the reason for the unexcused tardy is provided on the **SAME** school day of the tardy.
- Students who accumulate excessive unexcused tardies (UTs) or unexcused absences (UABs) will be documented and reported to New Kent High School building administrators.
- **Attendance Codes:** BLANK=Present | UAB=Unexcused Absence | PC=Parent Note/Call | LD=Legal Document (Ct/Dr) | QAB=QAB | HB=HomeBound (Health) | ACT=School App Activity | ISS=In School Suspension | OSS=Suspended | HBS=Home Based (Admin) | UT=Unexcused Tardy | T=Tardy | LVE=Leave | CD=Clinic Dismissal | UNV=Unverified Absence |