



## WEST END MEMORIAL SCHOOL

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Dear Parents/Guardians,

There is a new board attendance policy in effect this year. Regulations detail specific requirements for regular school attendance. Please note that a student in the elementary schools must be in attendance for 160 days (out of the 181 day total). This total is regardless of reason – excused or unexcused. The bottom line is that a student cannot miss more than twenty-one school days during the course of a school year without jeopardizing promotion for the following year.

Obviously, we hope that our students are in attendance regularly and miss few days. But, if there are absences, please be sure to recognize that all absences will count against the cumulative total for the school year.

If your child is absent or tardy on any given day, please be sure to contact the main office so the absence or lateness can be documented. You are also required to send in a note upon the return to school. Cases where a note is not received will be considered truant.

I have attached the district policy for more information. A copy of the district regulation regarding attendance can be found on the district blog at <http://woodburysch.blogspot.com/>. An appeal process for unusual circumstances is detailed in these documents.

Feel free to contact me if you have any questions.

Educationally Yours,

Vincent Myers

***Building upon our history, diversity and convictions, the Mission of the Woodbury Public Schools is to educate all of our students to be responsible citizens who excel in their endeavors and meet life's challenges with courage and confidence; this is accomplished by providing strong academic and co-curricular opportunities, delivered by skilled and dedicated individuals, in partnership with a small, supportive community.***