

Thomas Worthington High School

# Attendance Procedures

*\* \* \* Please keep for future reference \* \* \**

## How to report your student's absence or pre-excuse for appointments:

**Reporting an absence:  
Call 614-450-6291**

Please call the 24-hour recorded line at 614-450-6291 to report that a student will be absent from school; *or you may email the Attendance Office at:*

**twhsattend@wscloud.org**

Be sure to identify yourself as well as give the student's name, and the reason for the absence. If a student is out multiple days, please notify the office each day.

*As long as a parent/guardian calls or emails to report a student's full-day absence*, the student is NOT required to stop by the attendance desk when they return to school.

**Pre-excusing for appointments:  
In advance, call 614-450-6291**

1. Parent should contact the Attendance Office PRIOR to the appointment, preferably the day before, so that the student can pick up a yellow pass to show teacher(s). We prefer NOT having to call the student out of class.
  - **24-hour recorded line: 614-450-6291**
  - **Or email: twhsattend@wscloud.org**
  - **Or a note from parent turned in to the Attendance Office ahead of time**
2. If it is a same-day appointment, student is responsible for checking at the attendance office and picking up his/her yellow pass BEFORE the class they will need to leave. ***Teachers are not required to release students from classroom without a yellow pass, and we prefer not to interrupt classes by calling the room.***
3. Student shows teacher the yellow pass at designated time to leave school or meet parent. (Parent is not required to sign student out, as long as the school has been notified ahead of time and the student has picked up the yellow pass.)
4. **Student signs back in at Main/Attendance Office upon return to school from appointment.** Parent does not have to come in to school to sign student back in.