

November 16, 2017

Dear Parents/Guardians,

This message is to provide information and notice to parents/guardians about the importance of regular attendance and timely arrival for school each day.

In an effort to more accurately display and track student attendance information, the Secondary Center is going to make some slight changes in how attendance is coded and tracked.

Beginning on December 4, 2017 student attendance will be tracked as follows:

- Students who arrive after 7:45 am and before 9:45 am will be marked LATE
- Students who arrive after 9:45 will be marked ABSENT ½ Day for the Morning
- Students who are dismissed between 11:00 am and 1:00 pm will be marked ABSENT for the ½ Day for the Afternoon
- Students who are dismissed after 1:00 pm will be marked as an EARLY DISMISSAL
- Students who are dismissed and return to school will be marked accordingly

Copies of student handbooks and district policies are available on the Wyoming Area District Website, www.wyominarea.org.

If you have any specific questions or concerns about this information, please contact the building principal.

Sincerely,

Wyoming Area Administration