



West Greene School District

An Equal Opportunity Employer

1367 Hargus Creek Rd. • Waynesburg, PA 15370 • Phone 724-499-5183 • Fax 724-499-5623

To Parents and Guardians of West Greene School District Students:

Please review the following attendance updates:

1. Each time your child is tardy or has an early dismissal they are considered absent for part of the day. **After the fifth tardy, your child will be considered absent a full day.**
2. **Students are required to turn in their excuse within three days after their absence.**
When your child is marked "Excused" they will be given the opportunity to make up any assignments they missed during their absence. If your child does not bring in an excuse when they return to school, a reminder notice will be given to them. Students not bringing in an excuse within three days of his/her return will be marked "Unexcused and Unlawful." If your child is marked "Unexcused and Unlawful" they may or may not be given the opportunity to make up assignments.
3. Students who have **accumulated fifteen days of absences** are required to have a **medical excuse for any further absences.**
4. **A medical excuse is also required when a student misses three days in a row.**
5. **Any student missing thirty (30) days of school, upon administrative review, may be required to repeat the entire school year. Those days include absences, out of school suspensions, and family educational field trips.**
6. Recently, the West Greene School District Attendance Policy was revised regarding tardiness and early dismissals, as follows:

Those students who enter school late:

Between 8:15 AM - 9:59 AM:	Tardy ____ number of minutes
Between 10:00 AM - 1:44 PM:	½ day absent
Between 1:45 PM - 3:15 PM:	Full day absent

Those students who leave school early:

Prior to 9:59 AM :	Full day absent
Between 10:00 AM - 1:44 PM:	½ day absent
After 1:45 PM -	Tardy ____ number of minutes

Your child's educational progress is dependent upon their presence and requires continuity of instruction and classroom participation. Thank you for your cooperation and assistance. If you have any questions, please contact me.