

New Kent High School: Attendance 2023-2024

- 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**
 - 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.
- Legal documents must be received **within five (5) school days** after the student returns.
- **A note or email must be provided prior to the student being allowed to leave the classroom and sign out at the attendance window before leaving the building. If we do not receive written permission, the guardian will be required to report to the vestibule.**
- 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 the student. A driver's license 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 | CD=Clinic Dismissal | UT=Unexcused Tardy | T=Tardy | HBS=Home Based (Administrative) | UAB=Unexcused Absence | HB=HomeBound (Health) | ISS=In School Suspension | OSS=Suspended | RSS=Remote Suspension | PC=Parent Note/Call | LD=Legal Document (Ct/Dr) | SD=Shortened Day | ACT=School App Activity | ED=Early Dismissal | UNV=Unverified Absence | QAB=Quar. Absence | PPA=Present Principal Approved |