

Hello VAHS/EA Families:

It has been a great start to the 2017-18 school year. Thank you to all the parents/guardians who are contacting the attendance office or sending notes with your students regarding absences. We appreciate this!

Due to the large volume of attendance calls each day, we ask you to please follow this list of preferred methods for reporting your student's absence.

VAHS GRADES 9-12:

1. **EMAIL** - hsattendance@verona.k12.wi.us
2. **PARENTAL NOTE** - excusing student to/from class for appointments, late arrivals or early dismissal.
3. **ATTENDANCE HOTLINE** - (608) 845-4403 - **Full day absence and late arrivals only.**

EXPLORATION ACADEMY/LEAP:

1. **EMAIL** - hskattendance@verona.k12.wi.us
2. **PARENTAL NOTE** - excusing student to/from class for appointments, late arrivals or early dismissal.
3. **ATTENDANCE HOTLINE** - (608) 845-4503 - **Full day absence and late arrivals only.**



Please Remember:

1. Please include your name, relationship to student, spelling of student's last name, grade, and reason for absence.
2. If you receive a call in the evening regarding an absence, please have your student follow up with the teacher the following day to resolve the absence. If you believe your student was incorrectly marked absent, please send a note or email to the Attendance Secretary the following day.
3. Please note that if you receive a call stating your student has been marked absent from 8th or 9th hour, that means they missed their advisory or A+.

Please give the Attendance Office 24 hours to resolve attendance corrections from the previous day.

Thank you,

VAHS Administrative Team and Attendance Office

