

# Winnacunnet Evening High School

## Attendance Policy Agreement Form

Participation in the scheduled 7 nights of each quarter class is required in order to receive credit for that course. Failure to complete all 7 nights (22.5 hours) of a course will lead to failure.

In the event that you are not able to attend a scheduled night, please follow the steps below:

1. Call the WHS Adult Education office at (603) 758- 9224 the night of your class and explain the reason for your absence.
2. Mandatory participation in the following Monday night's make up class is required. The makeup class begins at 5:20 PM sharp.
3. In the event that you do not attend the Monday night make-up session, you will automatically receive a zero for all work required and be placed on academic probation. You will receive a probation slip at your next scheduled class and be required to meet with the Director of the Evening High School.
4. If absent again, a meeting with the Director of the Evening High School is required. You will be disenrolled from that class for the remainder of the quarter.

A student should NOT have more than TWO absences (even excused absences) and expect to pass a course.

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**I hereby agree to the terms of the Winnacunnet Evening High School Attendance Policy.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(if under 18 years)*