New Kent High School: Attendance  
2022-2023

● 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.

● Any student who needs to leave early must sign out at the attendance window before leaving the building. If the guardian will not be signing out the student, a note or email must be provided prior to the student being allowed to leave the building.

● 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 a student. Proper ID 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 | UAB=Unexcused Absence | PC=Parent Note/Call | LD=Legal Document (Ct/Dr) | QAB=QAB | HB=HomeBound (Health) | ACT=School App Activity | ISS=In School Suspension | OSS=Suspended | HBS=Home Based (Admin) | UT=Unexcused Tardy | T=Tardy | LVE=Leave | CD=Clinic Dismissal | UNV=Unverified Absence |