



NWCS HIGH SCHOOL

ABSENT, TARDY OR EARLY RELEASE INFORMATION

If your high school student is absent or tardy:

- Call our absent/tardy voicemail at the Upper Campus: **238-4005 -option 1.**

If your student needs to be released early:

- Send a note with your student, or call the Front Office, at the beginning of the day to request an early release. Your student will then receive a Permit to Leave Building slip.
- At the beginning of class, your student will give the slip to the teacher whose class the leave effects, signifying that their early release has been cleared through the Front Desk.

Upon return:

- It is imperative that your student check-in with the Front Office every time they return from an absence or tardy.
- If you did not call in their absence/tardy, please send your student with a note in order to receive an Admit slip.

Homework

- If you wish to collect homework while absent, please email your teacher directly through ParentsWeb. (ParentsWeb>School Information>Classes>Class>Teacher Email.)