

# PRESTON HIGH SCHOOL

550 Rose Street, Cambridge, ON N3H 2E6  
<http://phs.wrdsb.ca>  
519-653-2367

September 2018

## School Attendance Procedures

Since regular attendance is one of the most important factors in a student's success, we try to keep parents informed as much as possible about attendance problems.

You can now send an email to validate your students' attendance. Send an email to [phs-attendance@wrdsb.ca](mailto:phs-attendance@wrdsb.ca)

You must include the following:

- Student's name (first and last)
- Date(s) of absence
- Reason for absence (example: illness, medical or dental appt, Parent Approved, etc.)
- Parent/Guardian name who is sending the message

You may call the school and leave a message regarding an absence on our automated system at any time of day.

**519-653-2367**



**Press 1 for Attendance then ...**  
**Surnames A-K ... Press 1**  
**Surnames L-Z ... Press 2**

Your co-operation is asked in the following:

**If your student needs to be excused during the school day ...** please **send a note** with the student or an email or phone call. This note or email must be submitted to the office **before 8:00 a.m.** on the day you wish him or her to be excused. Please try, where possible, to make **all dentist and doctor appointments** etc. outside of school hours.

**If your student is absent from school ...** please contact the school by phone or email when your student is going to be absent. You can leave a message on our automated system at any time.

**519-653-2367 Press 1 for Attendance**

**Then Press 1 for Surnames A-K or Press 2 for Surnames L-Z**

If this is not possible, please send a note with the student when he or she returns to school.

**Main Office Hours 7:30am to 3:30pm**

**If your student will be absent for an extended period of time** (5 or more days for a planned absence) ... Please inform the school as soon as possible. A temporary student withdrawal must be completed by a parent as well as the student's teachers prior to the absence.

If you have any questions about your son's or daughter's attendance, you are invited to contact the appropriate Vice-Principal.

Please do not put your son's or daughter's credits at risk by scheduling family events during the **January and June examination** dates ... **January 25<sup>th</sup> – January 31<sup>st</sup> incl.** and **June 20<sup>th</sup> – 26<sup>th</sup> incl.**

### Vice-Principals

Surnames A to K

**Mr. R. Gibb**

Surnames L to Z

**Ms. P. MacLeod**

All parents are invited to attend  
**PHS School Council**  
**Wednesday, September 26, 2018 at 8:00 p.m.**  
**Preston High School Library**

The primary purpose of the PHS School Council is to support and promote the improvement of pupil achievement through the active participation of parents in making recommendations to the Principal and the Waterloo Region District School Board.

At the meeting the parent representatives for the 2018-2019 school year will be appointed. School Council is an opportunity to support your child's education. Please consider becoming a member of the 2018-2019 School Council.

All school information is posted on our website [phs.wrdsb.ca](http://phs.wrdsb.ca)