

West High School Athletic Attendance Policy

Coaches,

Head coaches are sent a daily attendance report from Cheri Bonell, our attendance secretary, which details their athletes' attendance period by period to show any missed time for that day for any reason. Each sport will have its own attachment at the bottom of the daily email. Click here for instructions and to see an example: [Coaches Attendance Email](#) Simply click on your attachment to see a list of your athletes in the attendance report.

As you interpret these reports and discuss as a staff, please remember:

- Athletes with ANY truant hour, at any point in the day, renders them ineligible for that day's game/meet or practice. They must be sent home.
- Students who are parent-excused or medically excused for the day may not participate in after-school activities.
- Students must attend the final 50% of the school day *at a minimum* in order to practice or compete that day. This is not license to stay home and rest from or for a competition, catch up on school work, etc. Parents have attempted to "excuse" their kids for these reasons and we do not accept them. If they've used these reasons as an excuse and students do not show up for school, they could be marked truant.

We also understand that life happens: funerals, dentist appointments, college visits....I have never said no in those situations and the student has always been allowed to compete. I just need to have good communication with the family.

Finally, it is an expectation that the reports are reviewed daily in a timely manner. If you have a question about whether to rule someone in or out, call me. Students may have plenty of excuses, and while some are valid, they are held accountable to what the system shows. Therefore, they should consistently be monitoring their own attendance.

Below you will find directions on how your athletes can install Infinite Campus on their iPads. By installing Infinite Campus on their iPads and turning on push notifications, they will see in real time if they have been marked absent for a class and will be able to correct it immediately.

Please be diligent about updating the attendance and athletics secretaries when contact information changes for any of your coaches. Also make sure all levels of coaches are included on the emails to make sure everyone is fully informed.

Thanks and let us know if you have any questions.

Kyle

[Instructions On How To Install Infinite Campus On Your iPad](#)