

ATTENDANCE REMINDERS – IMPORTANT NOTICE

**THIS IS AN IMPORTANT MESSAGE FROM W.F. HERMAN ACADEMY
SECONDARY SCHOOL – PLEASE READ!**

In accordance with the Ontario Ministry of Education's recent updates - this is a reminder that **IF YOUR CHILD IS ABSENT** from school for a period, half day or full day, a Parent/Guardian **MUST** notify the school office **WITHIN 48 HOURS** to have the absence excused by one of the following options

1. Written Note
2. Calling the school / leaving a voicemail
3. Email (hermanattendance@publicboard.ca)
4. Edsby **

**** PLEASE NOTE – IF YOU USE EDSBY TO PUT IN AN ABSENCE, YOU
MUST FOLLOW UP WITH OPTION 1, 2 or 3 REQUESTING THE ABSENCE
TO BE EXCUSED.**

UNEXCUSED ABSENCES will be reflected in your student's final mark.

Please contact the school with any questions or concerns you may have about your student's current attendance records, and we will be happy to assist you.

THANK YOU

W.F. HERMAN STAFF

519-944-4700 – Press 2 for Secondary