

## **How to Report a Student Absence**

*Please call or email Mrs. Kim Cameron at the office  
to report a student absence.*

**Phone: 403-327-4169**

**Email: [westminster@lethsd.ab.ca](mailto:westminster@lethsd.ab.ca)**

### **ATTENDANCE PROCEDURES**

The Education Act states that all students are expected to attend school regularly and to be at school on time. If your child is going to be late or absent please phone or email the school. Attendance is taken once in the morning and once in the afternoon. Parents will be contacted regarding any unexcused absences. If your child arrives late, he/she must first go to the office for a late slip before going to class. If students leave school earlier than the regular dismissal time, parents must head into the office to sign them out.