



## Attendance Information

Welcome to Northwest Middle Attendance Page. Here you will find answers to questions you may have regarding your child's attendance. Please call or email Kim Woodward, our Attendance Clerk, with any additional attendance questions at 355-6901 or via email at [kwoodward@greenville.k12.sc.us](mailto:kwoodward@greenville.k12.sc.us)

**A PARENT NOTE OR DOCTORS NOTE IS REQUIRED FOR ALL ABSENCES. PARENTS ARE ALSO REQUIRED TO PROVIDE NOTES FOR ALL EARLY DISMISSALS AND LATE ARRIVALS. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE FOR THOSE CLASSES.**

**\*\*\*STUDENTS MUST BE PRESENT A MINIMUM OF 3 HOURS IN A SCHOOL DAY IN ORDER TO BE COUNTED PRESENT FOR THAT SCHOOL DAY. STUDENTS NOT PRESENT FOR AT LEAST 3 HOURS WILL BE COUNTED ABSENT FOR THE DAY AND A NOTE WILL BE REQUIRED\*\*\***

Here are a few reminders to help you and your student have a successful year at NWMS:

1. School starts promptly at 8:20 am. Students will be marked tardy if they arrive after 8:30 am.
2. School is dismissed at 3:15. No early dismissals after 2:45.
3. Students must be picked up from school no later than 4:00.
4. A parent must send a note (parent or doctor) for **ALL** absences.
5. All notes must be turned into the attendance clerk within 2 days of the absence.
6. Parent notes should include the student's legal first and last name, dates of non-attendance and reason for absence.

Ways to submit a note:

1. Please click on this [link](#) to submit a parent note.
2. Email a Scanned doctor's note to [kwoodward@greenville.k12.sc.us](mailto:kwoodward@greenville.k12.sc.us)
3. Notes can also be faxed to 864-355-6920.

Please click on the link below to get additional information from our district web site.