February 18, 2020

Dear RHS Parents, Guardians, and Students,

Regular school attendance is necessary for a successful school experience. Instructional continuity is interrupted and the valuable interaction that occurs with teachers and among fellow students is lost when a student is frequently absent, tardy or dismissed early from school.

Realizing that regular attendance in school is necessary for students to gain maximum benefits from public education, we are urging all parents/guardians to stress punctuality and regular attendance habits with their children.

**RICHLANDS HIGH SCHOOL ATTENDANCE NOTE PROCESS**

- Parent notes will only be accepted for the first 10 absences each semester
- Attendance notes must be turned in within 5 school days of return, or the absence will be considered unlawful.
- Following the tenth absence (lawful or unlawful), all further absences will be considered unlawful unless accompanied by further documentation.
- Attendance notes of any type must be accompanied by the RHS attendance note form.
  - The form can be found here: [https://www.onslow.k12.nc.us/Page/26130](https://www.onslow.k12.nc.us/Page/26130) or at the RHS front desk.

If you have any questions, please contact Jay Fields, RHS Registrar at (910) 324-4191.

Warmest Regards,

Brad Staley, Principal
Frances Turner, Assistant Principal
Cameron Custy, Assistant Principal
Nicole Cox, Counselor
Kerstin Stiffler, Counselor
Jay Fields, Registrar
Renea Solis, School Social Worker