



Choctawhatchee Senior High School

110 RACETRACK ROAD, N.W.
FORT WALTON BEACH, FLORIDA 32547



Michelle K. Heck, PRINCIPAL
PHONE: (850) 833-3614 FAX: (850) 833-3410

December 15, 2021

Dear Choctaw Parents and Families,

It is very important that your student is present and on time every day. Research shows when students attend school regularly they have better academic performance and grades. School attendance is critical to the growth and learning that we want for our students.

In an effort to encourage students to come to school every day, we will begin our Student Attendance Incentive Program at the start of Semester 2 on January 5, 2022.

The plan is as follows:

- Effective January 5th (First day of 2nd semester), any 9th, 10th or 11th grade student who has **5 or fewer Excused absences** by the end of the semester will be authorized to take their exams **EARLY**.
- **All absences must be Excused. No exceptions.** As a reminder, all absences must be excused within 5 days of absence through the attendance office.
- Students who are authorized to take exams early will take exams during Senior Exam Week (May 16–19).
- Students who are authorized to take exams early will NOT be required to attend school during the last week of the semester (May 20-25). This plan essentially means the student's last day would be May 19th instead of May 25th.
- All parents can see attendance records of students through PAWS Gradebook on the Parent Portal. Attendance records are broken down into categories – EXCUSED absences, UNEXCUSED absences and tardies.
- At the end of the semester, teachers will notify any student who has earned the **Attendance Incentive** for their class.

If you have any questions, please do not hesitate to call or email.

Very Respectfully,

Jenn Beasley
Assistant Principal

Michelle K. Heck
Principal