

West Middle School - Attendance FAQ

***How do I report my student's absence?**

You can call the 24 hour West Attendance Line at 248-726-5010 first thing in the morning. Please spell you student's name, and include the day and date of absence, as well as the reason for the absence. All absence calls are for one day unless you specify otherwise.

***How do I excuse my student's tardy?**

You can excuse your student's tardy by signing them in at the main office at the time of arrival or you can call the main school number at 248-726-5000 to ask a secretary to excuse the tardy.

***How do I go about picking my student up early?**

You can call the main school phone at 247-726-5000 to arrange for an early dismissal. A secretary will call your student down to the office between classes to give them a pass. This pass will let the teacher know when they should leave class. Your student will then be able to leave class at that time and meet you in the main office.

***Who should I contact to ask a question about my student's attendance?**

West's attendance secretary typically works 9:00 a.m. – 1:50 p.m. and can be reached directly at 248-726-5007 or szanchetta@rochester.k12.mi.us . If you are unable to contact her during her working hours, feel free to leave a message and the attendance secretary will be sure to call you back as soon as she is able.