

# J.W. MITCHELL HIGH SCHOOL

## 2025-2026



## ATTENDANCE MATTERS

### *New Attendance Reporting Procedures*

To report your student's absence, please [click here](#). If you need help submitting your student's absence, please follow the steps below:

1. Once you click on the link above you will need to log into your myStudent Parent Portal.
2. On the left, click on or hover your mouse over the Forms section.
3. Click on the form named "Parent Absence Reporting".
4. You will then need to select your student from the drop-down list.
5. The following will be automatically filled in once you select your student:
  - Enrolled School
  - Which parent account is filling out the form
  - The email address attached to the parent myStudent account.
6. You will need to enter a good phone number for us to call you.
7. Please enter the date for the absence.
8. If the student has missed more than one day of school, please enter the last day of absence.
9. Select the appropriate reason for the absence(s). If "other" is selected, please enter the reason in the text box.
10. If you would like to provide additional information, please fill out the "Brief Description" section.
11. Check the box acknowledgement.
12. If you need to upload supporting documents, click "Select" at the bottom of the form.
13. Once everything is filled out and accurate, click "Submit Request".

### *Regular Schedule*

Warning Bell	8:20AM
Period 1	8:25AM to 9:17AM
Period 2	9:22AM to 10:14AM
RANCH	10:14AM to 10:24AM
Period 3*	10:29AM to 12:01PM
Period 4	12:06PM to 12:58PM
Period 5	1:03PM to 1:55PM
Period 6	2:00PM to 2:52PM

*Lunch A: 10:29AM to 10:59AM (11:03AM)*

*Lunch B: 11:01AM to 11:31AM (11:33AM)*

*Lunch C: 11:31AM to 12:01PM*

**#EXCELLENCE** *Is The Standard*