



# LaGrange High School

Corwin Robinson-Principal

**Assistant Principals:**  
Melissa Enright  
Odis Norris  
Damien Joseph  
Lisa Morgan

**Dean of Discipline:**  
James Kelly  
Wilford Carter, Jr.

## ASSIGNED TO ATTENDANCE RECOVERY

## Student Letter – Fall Semester

January 11, 2024

Dear Parent or Guardian,

This is to advise you that your child has now been absent in class(s) **BEYOND THE MAXIMUM** number of days allowed as established by the Board of Elementary and Secondary Education. Because your child has been absent too many days in this semester, state regulations require that your child **will be denied credit for the course.**

Your son/daughter **may earn the credit** for the course by attending Attendance Recovery (SEAT TIME). Your son/daughter may make up the time by attending after school and selective weekend sessions for an equivalent number of hours missed in the course.

**January 16th – March 4th**                      **Mon – Thur**                      **3:15 to 5:15pm**  
**Selective Saturdays**                      **1/17, 1/27, 2/3, 2/17, 2/24, 3/2**                      **8:15a to 12:15pm**  
**Payment Due: March 5<sup>th</sup>**                      **Please arrive by 5pm on weekdays and 12pm on Saturdays for pickup.**

Seat Time is \$20 per class (with a cap of \$80) per semester. When your son/daughter has completed the hours, he/she will receive the grade earned in the course. Attendance Recovery money is due by March 4<sup>th</sup> for the Spring session (recovering Fall semester). **An email has been sent to your child regarding the exact number of hours required and fees.**

If you feel that there were special circumstances that explain or justify these absences, **please notify the Attendance Clerk at 217-4960, ext 7111** within five (5) days of receipt of this letter. You have a right to explain any extenuating circumstances that may have caused the excessive absences, and request that we allow your child to work toward a passing grade. It is imperative that we hear from you within five (5) days of the date on this letter.

**For information concerning hours and payment for Attendance Recovery, please contact Ms. Viltz at 217-4960, ext 7114 or [Shantel.viltz@cpsb.org](mailto:Shantel.viltz@cpsb.org).**

Sincerely,

Ms. Viltz  
Graduation Coach

### How to Read the Chart:

Name	Grade	Stud ID	Home-room	Course Name	Teacher	Period	1 <sup>st</sup> Nine Wks	2 <sup>nd</sup> Nine Wks	Total Missed Sem	Total Hours Recovery	# of Course 1	Total Cost Due

3420 Louisiana Avenue  
Lake Charles, Louisiana 70607  
(337) 217-4960