Lower School FAQ

What is the procedure if my child is ill and does not come to school?
If your child misses a day of school, please contact Ms. Sorensen or Mrs. Norton in the front office at 404.765.4420.

What if it is known in advance the my child will be absent for one or more days?
If you know ahead of time that your child will be absent from school, please inform the homeroom teacher concerning the absence and to obtain assignments. For sixth grade students you will need to inform all of your academic teachers, not just the homeroom teacher. Your child should also inform the teachers himself/herself and pick up the assignments.

What is the procedure to obtain missed homework assignments?
To obtain missed school work, you must contact your child’s homeroom teacher, or if in sixth grade all of the academic teachers, by 11 a.m. You may also contact the front office at 404.765.4420. Homework is usually ready for pick up by 3:10 p.m. on the day missed.

What is a "Blue Sheet"?
A “blue sheet” is a sheet of blue paper on which a student’s missed class work and homework assignments are written. This sheet is sent from class to class and then brought down to the front desk of the Lower School for pick up at 3:10 p.m.

Can homework be picked up before 3:10 p.m.?
Homework may be picked up early, but it is done through coordination with your student’s teachers.

Can homework be faxed or sent home with another student?
Homework can be sent home or faxed if the school is notified before 11 a.m.

What is the procedure if my child arrives after the school day has begun?
Please accompany your child to the Lower School office and sign him/her in at the front desk.

What is the procedure if my child needs to sign out before school is dismissed?
Please send a note to your child’s homeroom teacher. Your child also needs to inform the teacher whose class he/she will be attending when it is time to leave. At the time of departure, you need to come to the front office and sign out your child on the sign in/sign out sheet located at the front desk of the Lower School. Ms. Sorenson /Mrs. Norton will call your child to the office.

Can I have lunch with my child? Can my child’s grandparents come?
If you or other family members wish to have lunch at school with your child, be sure that you have the correct lunchtime. This is especially important for sixth grade students since there is an A lunch and B lunch for them. You need to come to the front desk and let them know you are here, sign in and get a nametag, then proceed to the cafeteria to enjoy your lunch.

What if I need to change my child’s transportation plans to go home?
You must call and speak to the front office before 2 p.m. Please do not leave a voicemail! Students are often out of the building at the end of the school day and difficult to contact in enough time to receive the transportation change, so the earlier you contact the office the better.
What if I want a message given to my child during school hours?
Messages should be kept to a minimum to avoid disruption of the classroom. If a message must be given, please call the front desk, and they will pass the message on to your child. Please keep in mind that the front office will not handle messages reminding students of after-school activities, tutorials, items to bring home, etc.

What is conference day?
There are two scheduled conference days a year, which are designated in the Woodward Academy calendar. These days are for the parents of Pre-K through third grade and Transition students only. All Lower School students are out of school on those days.

How can I schedule a conference with my child's teacher(s)?
Please call or email Mrs. Carrie Lauchlan at 404.765.4420 or carrie.lauchlan@woodward.edu.

Where is the Lower School Lost and Found?
Lost and Found is located on the second level of Thomas Hall; jewelry items or cell phones are usually kept at the front office. There is also a Lost and Found cabinet for items left at Late Pick-up.

What if my child has left or lost something on the bus?
You should check with Student Transport at 404.765.4520, although they try to send the items back to the school when possible.

How do I contact my child's teacher(s)?
To contact your child’s teacher during the school day, please email them or leave a voicemail. Please keep in mind teachers are only able to obtain their messages periodically during the day.

What if my child gets sick at school?
The Lower School is equipped with an infirmary and a full-time registered nurse, Mrs. Phyllis Sullivan. Should your child feel ill at school, he/she may go to the infirmary. Mrs. Sullivan will call you if you need to come and pick your child up from school. For guidelines, please go to our school handbook.

What is for lunch?
The lunch menu is available in the Current Families section of the website.