

Warren Central High School

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Vicksburg, Mississippi 39180

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Eric M. Green, Principal
Dr. Gwen Reiber, 11th/12th Principal
Alexis Walker, 10th Principal
Mark Hughes, 9th Principal

9 June 2016

Dear Parents,

Please find the attached information card for the 2016/2017 year and our Declaration of Legal Residence.

It is very important for you as the parent/guardian to fill out the card and return it to Office B. The parent/guardian must bring the information card back to Office B with his/her picture ID. If you are the legal guardian, please make sure we have a copy of the proper guardianship papers on file. Please bring this as soon as possible so that we can enter the information into our system.

All information cards dated before 7/2015 will not be used during 2016/2017 school year. As stated in the handbook, "Students will only be released to authorized persons listed on the information card." Please list all individuals you would like to check in/out your student. There is no limit – you may attach a separate sheet if needed. Please keep in mind that a student cannot check out another student. Per school policy, no phone calls or notes will be accepted to check in or check out a student as stated in the handbook. A parent/guardian or person on the information card must show his/her picture ID in order to check in or out any student.

According to the handbook, a parent/guardian or person on an information card must come into Office B to sign their child in after the 1st period tardy bell. A student will be excused without a parental signature if a proper medical excuse accompanies the student to school. Also, parents, according to the handbook, student check out must be made 30 minutes prior to dismissal time at the end of the day.

Each student must fill out the Declaration of Legal Residence and return it to Office B as well. These forms must be kept in students' cumulative folders, and they must accurately reflect your current residence. Please note that any change of address will not be changed in the system until the parent/guardian brings two proofs of residency to Guidance in Building A.

Thanks for your help in this matter.

Sincerely,



Eric M. Green
WCHS Principal



"Home of Champions"