

**Sheldon High School 2455 Willakenzie Road, Eugene, OR 97401**  
**www.shs.lane.edu**

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**Contact information**

<b>Main Office</b>		(541) 790-6600	Fax: (541) 790-6605
Head Secretary	Kristen Natt	(541) 790-6620	natt_k@4j.lane.edu
IHS Secretary	Tara Pell	(541) 790-6636	pell_t@4j.lane.edu
Finance Clerk	Jill Fogelstrom	(541) 790-6611	fogelstrom_j@4j.lane.edu

Principal:	Grade 12	Mike Ingman	ingman_m@4j.lane.edu
Assistant Principal:	Grades 10-11	Mark Watson	watson@4j.lane.edu
Assistant Principal:	Grade 9	Wes Flinn	flinn@4j.lane.edu

**Academic Counselor:**

Student Last Name A-G	Kendra Brott	brott_k@4j.lane.edu
Student Last Name H-N	Tammy Humbert	humbert_t@4j.lane.edu
Student Last Name O-Z	Michael Voss	

**School Schedule:**

Building Opens:	7:30 a.m. Breakfast available in the cafeteria from 8 a.m.
1st Period Begins:	M., T., W., Th., F. at 8:30 a.m.
Regular Dismissal:	M., T., W., Th. At 3:25 p.m., F. at 2:30 p.m.
Library Hours:	M., T., W., Th., from 7:45 a.m. - 4p.m., F. from 7:45-2:30 p.m.

**Reporting an Absence:**

*Please contact the attendance office every day that the student is absent. For an absence to be excused, parents must contact the school within 48 hours.*

To send an email: [Sheldon\\_attendance@4j.lane.edu](mailto:Sheldon_attendance@4j.lane.edu)

To leave a voice message: 541-790-6606 (Available 24 hours)

Attendance Secretary: Phylicia Bullis, 541-790-6678

**Academic Support Time:**

Student access time with teachers: 7:45 a.m. - 8:25 a.m.

## **Parent View**

Parent View is a very useful web-based tool for parents to keep track students attendance, assignments, and grades from any computer. Mobile apps are also available. To obtain the activation key for Parent View contact our school secretary Kristen Natt, [natt\\_k@4j.lane.edu](mailto:natt_k@4j.lane.edu), 541-790-6620. [Parent View Link](#)

## **Registrar**

To update parent/guardian contact information or obtain proof of enrollment or transcripts, contact Registrar, Amy Hendrickson, [Hendrickson\\_a@4j.lane.edu](mailto:Hendrickson_a@4j.lane.edu), (541) 790-6607.

## **Sheldon Irish eNews**

To receive weekly school information such as event schedule, news, and announcements, email [sheldonirishenews@gmail.com](mailto:sheldonirishenews@gmail.com). Put “Subscribe” in the Subject Line.

## **Attendance Frequently Asked Questions**

1. How do I let the school know my student will be absent?

Email: [dialshs@4j.lane.edu](mailto:dialshs@4j.lane.edu) or call: 541-790-6606

2. Why do I still get an automated message even though I called the school this morning about today's absence?

Absences that are phoned or emailed in are entered as quickly as our staff can get them entered. Sometimes there is higher volume of emails and calls and although your entry is pending, it has not been made by the time the automated call goes out.

3. Does the school have a legal responsibility to alert me of my student's absence?

A phone call will go out at 12:30p.m. and 3:30p.m. each day to keep you up to date on your student's period absences. Oregon law (ORS 339.071) requires that schools notify parents/guardians of their child's unplanned absence. Parents can also get up to the minute information by having a ParentVue account.

4. What's the difference between an excused and an unexcused absence?

A parent calling, emailing or sending a note to our attendance office has approved an excused absence. Doctor's notes may be submitted for a medical appointment or span of time off school. Preplanned absences for family trips, etc. may be excused if arranged in advance and the student has otherwise maintained regular attendance. Multiple unexcused absences can lead to additional communication by a Sheldon staff member.

Examples of valid excused absences include participation in a district or school approved activity, illness, medical appointment, family emergency or absences resulting from disciplinary action.

5. My student was sick yesterday; can this still be an excused absence?

4J Attendance Policy states: Please report all absences within 48 hours of the student's absence. If you report an absence after this time period, it may not be excused.

6. My student has a medical appointment tomorrow; do I follow the same attendance procedure?

Yes. You may call/email ahead to excuse medical appointments if you know exact timing, otherwise email/call the attendance office within 48 hrs. of the appointment.