



WANDO HIGH SCHOOL

ATTENDANCE POLICIES

ATTENDANCE FORM

Please use this form for all absences. If it is a medical absence, a doctor's note must be attached.



The form can also be found on our website under the "Parents & Students" tab and printed in our Attendance Offices.

PARENT NOTES

Students are permitted **FIVE** excused parent notes per semester. After a student has reached the allotted amount of excused parent notes, we will code absences (unless they are medical, legal, bereavement, etc.) as unexcused parent notes, which could potentially require seat time make-up for course credit.

EARLY DISMISSALS

If you are picking up your child from school for an early dismissal, you must present an ID and sign them out in our front attendance office. We encourage students to bring their note into the main attendance office before school to obtain a pass that will excuse them from class a few minutes prior to your arrival. This saves time if we do not need to call into their classroom to retrieve them. **No early dismissals are permitted after 3:00PM.**

TRUANCY

A student ages 6 to 17 years meets the definition of a truant when the student has three consecutive unexcused absences or a total of five unexcused absences. You will be contacted to attend a truancy meeting to establish an attendance intervention plan to support your child.

TIMELINE

The Wando Attendance form must be submitted within **THREE** school days of an absence to get it excused.

ABSENCE CODES

UNEX - Unexcused absence
PN - Excused parent note
UEPN - Unexcused parent note
MED - Medical
UTRD - Unexcused Tardy
ETRD - Excused Tardy
FT - Field Trip (used for testing also)
LEG - Legal/Court
REL - Religious
BRV - Bereavement
COL - College Visit (juniors & seniors)

SEAT TIME

Students who accumulate more than **10** unexcused absences in a semester class or **15** in a yearlong class will be required to make up their seat time in order to pass the course. If they fail to do so, they will receive a **FA** (failure due to attendance) for the class. We will monitor attendance each semester and an administrator will meet with students who qualify for seat time.

TARDY POLICY

Attendance and punctuality correlate to higher academic achievement and success in life and careers. Please scan this QR code to view our tardy policy. Students receive four "free" tardies each quarter.

