

WAHS 2025-2026 Seat Time Recovery Information Sheet

At West Ashley High School, consistent attendance is crucial for academic success. This policy outlines our procedures for seat time recovery, designed to support students in maintaining course credit while upholding accountability for attendance, in accordance with district and state guidelines.

Understanding Absences and Seat Time

The following absences **do not** count towards seat time recovery requirements. These absences are coded in Powerschool as **Medical (SC-MED)**, **Bereavement (SC-BRV)**, **Legal (SC-LEG)**, **Field Trip (SC-FT)** and **Religious holiday (SC-REL)**. Valid documentation is required for these absences.

- **Illness:** Verified by a doctor's note (within a reasonable limit, as determined by the school).
- **Medical/Dental Appointments:** Requiring documentation from the healthcare provider.
- **Death in the Immediate Family:** Requiring documentation.
- **Recognized Religious Holidays:** When observed by the student's faith.
- **Court Appearances:** Requiring official documentation.
- **Approved School-Sponsored Activities:** Such as field trips or athletic events.
- **Other Absences Approved by Administration:** On a case-by-case basis with appropriate documentation.

The following absences may or may not be excusable. These absences will contribute to the student's total for seat time recovery. These absences are coded in Powerschool as **SC-UNEX**, **SC-EX**, **SC-PN**, **SC-UEPN**, and **SC-SKIP**.

- **Truancy/Cutting Classes:** Absence from school or a class without permission.
 - **Vacations:** Not pre-approved as a school-sponsored activity.
 - **Parental Permission Absences:** Parental note when out due to illness.
 - **Oversleeping/Missing the Bus:**
 - **Any Absence Without Valid Documentation:** If not submitted within the designated timeframe.
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Failing a Course Due to Attendance

Students who accumulate 10 or more identified absences in a year-long course or 5 or more identified absences in a semester course are at significant risk of not earning credit for that course.

- To determine if a student will FA a course due to attendance, we will use the following calculation: **(Total Days Missed) - (Total Days Recovered) = Adjusted Absences**.
- If the Adjusted Absences number is over 10 for a year-long class or over 5 for a semester class, the student will FA the course due to attendance.
- Students who FA a class due to attendance will not be eligible for credit recovery for that FA class. They will be required to retake the course in its entirety to earn the credit.
 - However, if the student completes seat time, they may then complete credit recovery if their grade is a 50-59.

Seat Time Recovery Process

- Each nine weeks, the administration will run an attendance report to identify students who are at risk of failing a course (FA) due to attendance. Students with **four or more** unexcused/unlawful absences within that nine-week period will be identified as at-risk.
- These at-risk students will receive an email informing them they owe seat time for one or more courses. The email will have a Google Form link for students to complete to sign up for seat time recovery.
- After submitting the Google Form, an assigned staff member will email the student the following information.
 - Course(s) for which they owe seat time and the total number of absences
 - Number of seat time hours they owe
 - Edgenuity login information
 - Lessons they will need to complete
 - Deadline for lesson completion
- Once completed with a passing grade, the coding in PowerSchool will be updated to reflect the recovered hours as **(SC-REC)**.

Seat Time Recovery Curriculum

- The school will assign content, grade, or skill-specific coursework for seat time recovery, directly supporting students' academic needs and learning.
- The number of lessons assigned will be determined by the number of hours the student owes and the number of hours identified for each lesson in Edgenuity or by the content-specific teacher.
- Students must complete the assigned lessons with a passing grade by the assigned due date to recover their seat time hours.

Example: Student A has the following absences.

- English 3: 9 weeks – 6 absences (2 absences over)
- Algebra 2: 9 weeks - 5 absences (1 absence over)

Student A will be assigned Edgenuity coursework from the lessons identified for English 3 and Algebra 2 content recovery. Please use the template below (also emailed) to know the percentage of the coursework you will need to complete to satisfy the number of hours owed. Simply make a copy and enter the hours owed in cell A2. You will then be able to see how much of the course you need to complete.

[Seat Time Edgenuity Coursework Calculator \(make a copy\)](#)

General Information

- Capacity for recovery is capped at 30 hours per year-long class per quarter and 15 hours per semester class per quarter. For absence counts exceeding this, administration will have discretion to determine next steps, which may include further action or alternative interventions.

- Parents or students who opt not to complete this offering because they have not yet reached the full threshold of ten absences for year-long courses or five for semester courses should be aware that declining that offering may result in forfeiting the chance to recover those specific absences for that quarter.
- Hours not recovered after each quarter will accumulate over each 9-week grading period.
- Administration maintains discretion to approve or deny seat time opportunities on a case-by-case basis, particularly in cases of repeated non-compliance or attendance issues related to cutting class or disciplinary reasons.
- Students will complete the lessons on their own time in ILT/SLT/after school, etc. There will not be any face-to-face seat time sessions.