



WANDO HIGH SCHOOL ATTENDANCE POLICIES

ATTENDANCE NOTES

Beginning in the 26-27 school year, Wando will be using the MBA Attendance Monitor through PowerSchool to submit attendance notes. Paper notes will no longer be accepted.

For medical and legal absences, documentation must also be emailed to whsattendance@charleston.k12.sc.us.

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

Please submit attendance notes electronically by 8:30 AM! This allows us time to prepare and distribute passes to students so they can be dismissed at the requested time without our office having to call classrooms. If parents do not submit a note by 8:30 AM and simply arrive to pick up their student, please expect that it may take additional time to get them from class. **No early dismissals are permitted after 3:00PM.**

TRUANCY

A student 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

Attendance notes must be submitted online within **FIVE** 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 **7** 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 warnings each quarter.

