

Attendance Waiver Frequently Asked Questions

Use these tips to make completing and submitting an Attendance Waiver easy!

Who Needs to File?

Any student who has 10 or more absences in any second semester course or 18 or more absences in a full-year course in which 9 of those absences occurred this semester. This includes ALL absences: Covid absences, excused absences, unexcused absences, unexcused verified absences, and out of school suspensions.

How do I know how many absences my student has?

A document titled ***Student Absence Report 05132022*** has been uploaded to your ParentVue account and to your student's StudentVue account. Simply click on this document and you can view the total number of absences for each class at the bottom of the period in that report.

What if I can't find or see the Student Absence Report 05132022?

You can find your child's attendance totals through ParentVue or StudentVue. Check out the separate attachment for steps to guide you!

What if my child's attendance is inaccurate?

Please have your child discuss their attendance record with his/her teacher. If a correction needs to be made, that teacher will email the Attendance Office to adjust the block attendance record. Attendance corrections cannot be made without confirmation from teachers, so please make sure to take this step prior to contacting the Attendance Office. If the issue is not resolved, then reach out to the Attendance Clerk to help resolve the issue.

Where and how do I file a waiver request?

The ***Attendance Waiver Request Form*** can be located on the WBHS website under FORMS beneath the Parents tab. You are not required to file for every class— you only need to file for those where your student has 10 or more absences per second semester course or 18 or more absences in a year-long course.

Documentation

You can upload documents you have not already submitted to the attendance office through the waiver request form. It is highly recommended to provide medical documentation and supportive documents along with your application, especially if you did not submit any at the time of your student's absence. Per CPS Attendance Policy, WBHS cannot accept handwritten notes for absences after four days upon your student's return to school.

But my child's absences were excused or my child was forced to quarantine...why do I need to file?

The Virginia Department of Education requires a minimum seat time amount per course in order for your student to pass the course in a high school with block scheduling. This is not a CPS mandated policy, but a VDOE policy. We offer Extended Day sessions as an option to make up time missed, as well as the attendance waiver in cases of extenuating circumstances.