Wenatchee High School Attendance

Dean’s Office:
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Attendance Contact Information

Attendance Secretaries: Samanta Reynoso & Jessica Villanueva
Attendance Email: whsattendance@wenatcheeschools.org
Phone: 509-663-6903 | Hours: 7:00 am-4:00 pm

Attendance:
● Students are required to scan into class using the barcode on their student ID card. Students may also access a digital copy of the barcode using the Skyward mobile app on their phone.
● Students are marked absent (W) by default in Skyward until they scan into the class during that class period.
● The absence will remain unexcused until the office is provided an acceptable excuse by parent/guardian or school authority. If the reason meets acceptable criteria, the absence can be excused up to 48 hours (2 school days) after the absence.
● If a student is late to class, they must sign in at a tardy kiosk and bring the printed note to the classroom before they are allowed to enter.

What if a student forgets or loses their ID card?
● Students can get up to 4 free temporary ID barcodes each semester from their 1st period teacher to use for attendance purposes. Morning Tech Center and Running Start students can get their temporary ID from the main office.
● Students can get a replacement ID card from the ASB office. Their first and second replacement ID cards are free of charge and each card after that is $5.
● Students can use the digital ID within the Skyward app on their phone. It is recommended that they have a clear screen, including the screen protector (not cracked) for this option to work best. It is also recommended that they take a screenshot of their digital ID so they have access to it at all times.

When is a student marked tardy?
● A tardy is defined as a student entering a class after the light has turned off. Students who are tardy will not be allowed to enter class until they present the printed ticket they receive from the tardy kiosk.

How do I excuse an absence or tardy?
● Write a note with date(s) & reason for absence(s) and turn in to the attendance office.
● Email the attendance office directly with the date(s) & reason for absence(s).
● Call the attendance office and speak to an attendance secretary.
● Unacceptable reasons will NOT be excused and will be noted as “Not Excused”.

What if a student forgets to scan into class?
● If a student forgets to scan in, the student is responsible for talking with the teacher to get a signed note stating the student was present, which he/she takes to the attendance office for clearance. This should take place within 48 hours.

How can I check to see my student’s attendance record?
● You can create a parent login for Skyward to access your student’s account information through the Skyward app or web portal. Please call the WHS main office to set up your account. 509-663-8117
Excused Absences

- Students, at times, may appropriately be absent from class. The following are valid excuses for absences:
  - Participation in a district or school approved activity. Must be authorized and supervised by school staff.
  - Illness, health condition or medical appointment for student in question. After 5 days of excused absence for illness/medical reasons, a doctor's note is required.
  - Family emergency
  - Observance of a religious or cultural holiday
  - Court
  - Post-secondary visitation or scholarship interview
  - Absence directly related to student homeless status
  - School Discipline or corrective action
  - Principal and parent/guardian agreed upon activity. May be denied by administrator if absence causes a serious adverse effect on the student’s educational progress.

In cases of frequent absences/tardiness due to appointments, students may be required to provide a note

Leaving campus during school hours

- Student safety is a prime concern at Wenatchee High School. During school hours, students shall not leave campus without parent/guardian or school authority advance approval. Students shall be in class during all times unless approved by the current teacher or school authority. In the event a student is not feeling well or has a circumstance that requires they leave campus, parent/guardian or school authority must approve the absence prior to the student leaving campus. Students must check out at the attendance office or through the nurse (if applicable) before leaving school in all circumstances except school activities, Running Start, Tech Center, or during lunch if student has off campus privileges.

- Absences or tardies that take place midday cannot be excused after the fact.
  - i.e. excusing an absence from 4th period the day after the absence.

- If a student needs to leave for an excusable reason, the following is accepted:
  - A note signed by a parent/guardian stating the student’s first and last name, date, time of dismissal and reason
  - An email with the same information sent to whsattendance@wenatcheeschools.org
  - A phone call/voicemail from a parent/guardian stating the same information along with a callback phone number to 663-6903
  - A parent/guardian coming to the attendance office in person with proper ID

- For last minute appointments and non-emergent situations, a check out slip will be sent to the student’s classroom. Please note that at times students are in classes which spend time outside of the classroom and may not be reached immediately.

- Students must have a check out slip in order to leave their class during a class period. A student should never leave the classroom without the teacher’s permission.

- Students who know they need to leave should stop by the attendance office between classes or during lunch prior to leaving. Calling students out of class is very disruptive to teachers and other students and will only be done in case of emergencies. In the event of an emergency in which calling a classroom is not possible, a staff member will walk to the classroom to get the student.

Will absences affect my student's grade?

- Unexcused absences may affect the grade and credit earned for a course depending on each teacher’s syllabus. Each student will receive a copy of the course syllabus and a copy of the syllabus will be posted in the classroom. Excused absences will result in a reasonable opportunity to make up the work missed while absent.

- Students may be removed from a class or provided a reduced schedule for habitual tardiness or attendance violations.

Being on campus during school hours

- Students that have a need to be on campus between the hours of 7:00am-3:00pm and are not assigned to a class must check in at the main office and remain in the commons or the library.