**VHS ATTENDANCE FAQ’S**

Here parents and students may find answers to the most often asked questions of attendance.

**Q:** What if my student is marked absent for just one period?

**A:** Please have your student address individual absences with the teacher for that period to make the changes. The teacher will reach out to attendance to make any change they see fit, should they be unable.

**Q:** My student was diagnosed with covid. What do I need to excuse the absence?

**A:** Absences due to covid are now treated like any other absence due to illness. You will need to supply a doctor’s note to have them excused and can return when you feel they’re able.

**Q:** My student is going on a campus/college tour. Is that excused?

**A:** Students are allowed 3 absences for campus/college tours per semester. These will be excused with an official letter on letterhead or official email from the college identifying their tour, including name and date. This should say that they’ve attended, not scheduled to attend.

**Q:** Is my student excused for a death in the family?

**A:** Absences are excused for immediate family. Please send a memorandum, link, or documentation along with the students' relationship, students name and dates of absence to be recorded as excused.

**Q:** Should I still bother to call my student in as absent if it doesn’t excuse the absence anyway?

**A:** It is not required, but it shows the school and the teachers that your student is out for the day and that you are aware of it.

**Q:** How many unexcused absences are allowed per semester?

**A:** Students are allowed 9 absences per semester before there would be a concern with failure due to non-attendance.

**Q:** My student is ill and needs to get homework. How do I do that?

**A:** You or your student can contact the teachers directly through Focus or e-mail. Teachers generally list homework on FOCUS, Google Classroom, or Canvas. Emails consist of the teacher’s last name (dot) first name @brevardschools.org

For example: Teacher.Ima@brevardschools.org

**Q:** My student will be absent due to an outside sport/event. Can they get an excused absence?

**A:** Only Florida High School Athletic Association related athletic events are excused from school. These are athletic competitions in which the student competes on behalf of Viera High School with a BPS employee and sport sanctioned by the FHSAA.  The competitions would not count as excused absences as these are not school athletic events.

**Q:** Why was my student marked tardy when they signed in with a Dr. Note?

**A:** Focus is designed to mark students tardy upon sign in. That coding changes based on what is presented to attendance. In most cases, your student’s attendance has already been corrected, but it won’t stop the notification from being sent. Please check FOCUS to verify.

**Q:** Why was my student marked absent for the 1st few periods when they were in testing? Their teacher should know this.

**A:** Teachers know a student is *scheduled* for testing but have no way of knowing whether or not your student *is in* testing. A list of testers will be generated by the end of the day and given to attendance for coding. This will be coded before the robot calls are sent out in the evening. Testers will be coded as excused absences from their classes, and those that were truly absent will remain absent.

**Q:** Do I need to attach an ID to an email for a parent note absence?

**A:** No, the only time attendance will need an ID is for a self-check-out. Details for that process are listed within the checkout policy, under Parents and Students tab on the VHS webpage.

**Q:** My student dropped off a doctor note a week ago and it still isn’t coded, why is that?

**A:** Typically notes are coded within a day or two, depending on staff absences. Also know that occasionally notes are received without names, dates, Dr/Nurse/Staff signatures or official stamps preventing it from being coded. You can re-submit the note and always check for these things prior to submission.

**Q:** My student was checked out from the clinic but marked unexcused. Shouldn’t that be excused?

**A:** Student check outs from the clinic are still considered unexcused. You will need to obtain a DR note to excuse those absences.