

## BDHS Attendance – Frequently Asked Questions

### **Q: How do I report my child's attendance?**

A: Please email [bdhsattendance@pwcs.edu](mailto:bdhsattendance@pwcs.edu) or log on to your ParentVue account to report absences for the current day or for future absences up to two weeks in advance.

Please email [bdhsattendance@pwcs.edu](mailto:bdhsattendance@pwcs.edu) for early dismissals and to report past absences. Do **not** use ParentVue for early dismissal requests or past absences.

We do **not** accept any attendance requests over the phone.

### **Q: How long do I have to report an absence?**

A: An absence should be reported within 5 school days of the absence.

Example: If your student is absent on Monday, you have until the following Monday to report the absence.

### **Q: What happens if I report an absence after 5 school days?**

A: The absence will be marked as an unexcused absence. We will make a note that an excuse was submitted but that it was received after the 5 day period had passed.

### **Q: My child has an event for an outside sport. Is that excused?**

A: It is considered an unexcused absence. If the student plays for a school sanctioned team, those absences will be excused.

### **Q: We are going on a family trip. Can we get this approved as an excused absence?**

A: Unfortunately, due to regulation changes, administrators are no longer able to give approval for family trips or extenuating circumstances. Any trips that occur within the regular school year will be unexcused.

### **Q: I submitted in writing that my child will not be in school for the day, but they are still marked as an Unexcused Absence for the day. Why?**

A: All absences require a reason. In your request, either in ParentVue, via email, or handwritten note, you must state why your child is absent. This also applies to early dismissals and late arrivals. We must have a reason in order to properly excuse your child's tardy or early dismissal.

-OR-

A: The reason you provided for your child's absence may not be considered an Excused Absence per [Regulation 724-1](#). This regulation outlines all reasons that are considered excused absences and unexcused absences. You can find a copy of the regulation by clicking the following hyperlink: [Regulation 724-1](#).

**Q: Why am I being asked to provide a doctor's note?**

A: Parents are required to provide a copy of a doctor's note if their student has been absent for 3 or more consecutive school days. Additionally, administrators may also ask for documentation if a student has 9 or more excused absences due to illness during the school year.

**Q: I got the robocall saying that my child was absent from class(es), but I know they were present. Why is this?**

A: This could be due to testing. If a student is not physically present in class, the teacher is to mark the student unverified. The attendance secretary then receives the testing rosters with students' exit times. However, the attendance secretary needs to enter this attendance information manually into the system. Due to other responsibilities throughout the school day, this may take some time. Please allow up to 48 hours for attendance to be reflected correctly in our system.

**Q: What is this letter I'm getting about truancy?**

A: It is an automatically generated letter that is sent from our central office when your student has reached a certain number of absences. The program that is used to generate the letters will generate the letter once a particular number of absences has been reached. Unless you receive a call from your child's administrator or the attendance officer regarding your child's attendance, it is more for informational purposes. This letter is sent out regardless of the absences being excused or unexcused.

**Q: Can my child meet me at my car for an early dismissal?**

A: No. If you are coming to pick up your child, you must come inside and present ID to the front desk to sign your child out of school.

If your child is a driver, they will be able to sign themselves out for their early dismissal. Please specify in the early dismissal email that your child is a driver.

**Q: I have someone picking up my child who is not an emergency contact. Is this allowed?**

A: If someone is picking up your child who is not on the emergency contact list in ParentVue, you **must specify in writing** that the person is authorized to pick up your child. Please mention it in the note that you send in with your child or in the email you send to [bdhsattendance@pwcs.edu](mailto:bdhsattendance@pwcs.edu). This person must also show proper ID so that we can match the name to your note or email.

**Q: My child is already 18 but you told them they can't sign themselves out without my authorization. Why?**

A: Your child needs an 18 year old declaration on file before they are able to sign themselves out of school without your prior authorization. That form is available from our Guidance department.