

ATTENDANCE

Spanish Springs HS follows all WCSD Attendance Policies and Procedures.

For information on the WCSD Attendance Policy as required by NRS, click [here](#).

Reporting a Reason for an Absence:

Parent/guardian must call or email the Spanish Springs High School Attendance Line your student(s) absence no later than three (3) days after your student is absent to verify the absence. The Attendance Office is unable to record reasons for absences older than three days without a doctor's note.

Emailing in a Reason for an Absence (preferred method):

Absences may be reported by email. **Please email sshsattendance@washoeschools.net or use this link: [SSHS Attendance](#)** and include:

- Your student's name
- Date of birth
- The date
- Length of the absence
- The reason for the absence

Changes will be made in Infinite Campus when the email is processed.

Calling in an Absence:

To verify an absences contact the **Attendance Office call 775-425-7733 x 1**. Voicemail is available 24 hours a day, 7 days a week. Please leave a message with the following:

- Your student's name
- Date of birth
- The date
- Length of the absence
- The reason for the absence
- Your contact information

Changes will be made in Infinite Campus when the absence is processed.

Picking Up a Student or Street Passes:

When you need to pick up your student early from school, please be aware of the following procedures:

-You may call in advance to have your student waiting for you when you arrive. Please call the **Attendance Office at 775-425-7733 x 1** with the exact time and reason your student needs to be dismissed.

-You may come into the Attendance Office to pick up your student. You will be required to show your ID on arrival. Please allow enough time for us to send for your student as it is difficult to send for a student during passing time or during lunch.

-ONLY LEGAL GUARDIANS may pick up a student. Anyone other than a guardian will need to have the guardian contact the attendance office in advance to give permission for the student to be released. If the person picking up the student will do so on a regular basis and is not the legal guardian, there is a form that can be completed giving permission for the student to be release with another adult. This form is valid only for the current school year and will need to be signed and turned in by the legal guardian.

Chronic Absenteeism:

Students who miss 10% or more of the total number of class periods **for any reason** during a semester (high school) for each course will be chronically absent. Chronic absenteeism rules are set by State and Federal guidelines.

Students will not be retained or fail a course (high school) based on attendance. However, students who miss 10% or more of class periods for any course that meets in a semester will be chronically absent in that course(s).

If the student must miss an entire class period for any reason, it is the parent's/guardian's responsibility to see that a written/verbal verification is provided to the school prior to, during, or within three days of an absence. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK).

Exclusions:

The Health Department Excluded Distance Learning OR Contact Tracing (HDED or HDCT) code is used when a school has been notified by Washoe County Health Department or Washoe County School District that a student is excluded from school but is able to work on Temporary Distance Learning for the length of the exclusion. Students are to attend Temporary Distance Learning daily and complete work assigned. Students will check-in daily on MS Teams through the Daily Agenda. If a student is unable to work due to health reasons or the student chooses not to work or communicate with the teacher daily, the student will be marked HDE. The HDED and HDCT codes do not count toward chronic absenteeism. HDE does count toward chronic absenteeism.

Make-Up Work For An Absence:

Make-up work must be provided for any absence by the teacher, but it is the student's responsibility to request the make-up work in advance or on the first day s/he returns to class. Because it is impossible to make-up some in-class assignments, coursework of a similar nature may be given. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the make-up work within the designated deadline will result in no credit received for the make-up work.

Students will have the number of days absent plus one to complete missed make up work or concepts missed beginning on the day the teacher provides the missed assignments to the student. Teachers must provide missed make-up work or concepts missed within two days of the student's return to class.

DMV Certification Of Attendance:

Spanish Springs High School no longer completes the DMV Certification of Attendance required by the DMV. DMV Certifications of Attendance are processed at the district level by the WCSD Student Records Department.

- You must get the information from the Washoe County School District. Please go to this link on the Washoe County School District website to fill out the form: [Application for DMV Certification Form](#)
- If you have questions, please call the WCSD at 775-861-4428, Monday-Friday 7:30 a.m. to 3:30 p.m.
- Please allow one week of processing time.
- Please note: Students who miss 10% or more of the total number of class periods for any reason during a semester (high school) for each course will be chronically absent and do not meet the DMV Certification of Attendance requirements. Chronic absenteeism rules are set by State and Federal guidelines.