

ATTENDANCE GUIDELINES

Phone # 757-648-5203; Fax# 757-473-5123

Please see the guidelines below regarding your child's absence, late arrival, or early release. Remember, most of this information can be found on your Parent/Student portal.

New BHS Attendance Procedure:

The BHS Attendance Office will only accept emailed notes for late arrival, early release and absences. Please have all early release notes emailed to Ms. Dorsett at stephanie.dorsett@vbschools.com before 7:20am. Under any circumstances, a handwritten note will not be accepted.

All notes must be submitted within three (3) school days following the date your child returns to school. Please do not submit notes to the trainer, teachers, or nurse.

Teachers will now have 48 hours to adjust any attendance for your child. If your child sees that they have been marked incorrectly in any class, please have them email their teacher via schoology, then wait 48 hrs. Once the 48 hrs has passed, have him look at their StudentVue and or check ParentVue to see if the change has been made. If the change has not been made, please email the Attendance Office Associate at stephanie.dorsett@vbschools.com.

Pre-Approved Absence Request Forms • Please request the form via email to stephanie.dorsett@vbschools.com These forms must be filled out if your child is going to be out longer than three (3) days. Examples include: vacation, going out of the country, activity. These absences are not guaranteed to be excused. • If your child is on a college visit – make sure you receive a letter from the college admissions office (email confirmation is also accepted).

Activities/sports outside of Bayside HS • If your child is on a sports/dance, etc. team and he/she will miss school, please remember to bring a letter from the coach on letterhead stating your child's name, and the dates he/she will miss. Absences are only excused if a college recruiter is in attendance. However, if your child needs an attendance waiver, we take this into consideration.