

Phase 1 Attendance Quick Guide - Provo High School

(subject to change - August 2020)

While the consequences of the official district and school attendance policies have been suspended, parents/guardians are still responsible to inform the school when their student is not present.

Here is a quick rundown of the new procedures for attendance:

Absences:

Please call the school and report a student's absence to the main office or the attendance office or email Christy Gomm: christyg@provo.edu.

If you have prior knowledge that your student will be gone for 3 or more days (i.e. vacation), please fill out the Prior Approval Form for Extended Absences (found on the school website or in the main office). This form will need to be turned in, with all the proper signatures, before the student leaves.

If a student misses school due to a medical appointment (i.e. doctor, dentist, therapist, etc.) please get an excused note from the medical office. If you forget, you can call them and have them email it to the school.

PowerSchool commonly used absence codes will read:

A = absent

P = parent/guardian excused absence

IP = parent/guardian excused due to illness

IM = excused by medical provider

F = pre-approved absence

Tardies:

We are not issuing tardy notes. Students will be marked tardy, by their teacher, if they come to class after the start of class bell rings. Due to the new health guidelines, the students will not be able to linger in the hallways and will need to move from one class straight to the next. Tardies are not excused (not by parents/guardians, teachers, etc.), it is simply a notation that the student came late to class.

PowerSchool commonly used tardy codes will read:

T = tardy

2 = 30+ minutes tardy

Check-In:

Should a student come to school after the start of school bell rings, even if it is in between classes, they must come through the **main office**. Parents/guardians do NOT need to accompany them.

Check-out:

Due to the health department guideline of recording who is at the school, if a student needs to leave during school hours, they must be officially checked out of school. This can be done by the parent/guardian calling the school at 801-373-6550. Notes and text messages will not be accepted. Parents/guardians coming into the school is not recommended.

School Excused Absences:

There are many school activities (performances, sports, student gov, clubs, field trips, etc.) that will require specific students to be out of their regular classes. The school employee that is in charge of the activity will submit a list of students that attended the activity that will need to be excused. If you notice that your student has not been school excused for a school activity a few school days after the activity, please contact the school employee that was over the activity. Parents/guardians cannot school excuse a student.

PowerSchool school excused code will read:

E = extracurricular/school excused absence

Phone Calls and Emails:

Anytime a teacher marks a student absent or tardy, it automatically schedules the automated district phone calls and emails to be sent, even if they have been excused. The phone call is scheduled to go out in the evening. Emails are sent according to the parent/guardian's settings in PowerSchool. You cannot change the settings for the phone call, but a parent/guardian may change the email settings by logging into their parent/guardian PowerSchool account (grades.provo.edu). This account is different from your student's PowerSchool account. The message saying your student was absent, does not necessarily mean that your student was absent in all of their classes. Please update your contact information in PowerSchool or contact Amanda Pino (amandap@provo.edu) to have your information updated.

Student Marked Absent, but Attended Class:

If a student is marked absent, but they were in class, the student must talk to the teacher, even if there was a substitute teacher for that class, to have the absent attendance mark changed to present. An email from the parent/guardian to the attendance office or a student talking to the attendance secretary will not get this changed. It has to be done by the student's teacher.

View Attendance Record:

You can view your student's attendance record anytime online through your parent/guardian PowerSchool account (grades.provo.edu). This account is different from your student's account.