

FACT – Did you know EXCUSED absences still count against your child's attendance record and Springwoods' VDOE accreditation status?

It's simple. Students who attend school consistently achieve.

Attendance Policy

- Parents can only excuse 10 days per school year.
- You have up to five days to excuse an absence.
- Five unexcused absences will result in an initial conference with an administrator, student, and the parent.
- If there are two or more unexcused absences after the initial conference, an interagency meeting will be scheduled.
- If there are 2 additional unexcused absences after the interagency meeting, a conference will be held with the truancy officer.

To report an absence on the day of

1. Log on to ParentVue. (**ParentVue only allows you to excuse same day or future absences**).
2. Click on the blue "**Report an Absence**" next to the student's full name.
(If you have a doctor's note, you will be able to scan it.)
3. The excused absences **MUST** be entered the **same day of absent before 2 p.m.**
4. If you don't have access to ParentVue, send an email to attendanceSPES@pwcs.edu
 - Enter the student's full name and Student ID number in the subject line.
 - Include the student's full name, grade, and reason for the absence.
 - If you have a doctor's note, please attach it.

Family Travel

Please note that travel absences are subject to the students' administrative approval.

For family travel resulting in the absence of a student from school please email attendanceSPES@pwcs.edu.

The email must include the following:

1. Enter the student's full name and Student ID number in the subject line.
2. Provide the date(s), the specific reason for traveling, and location of travel.

Arriving Late to School

If your student is arriving late to school due to a doctor's appointment, please provide a doctor's note to the front office staff, so your student can be medically excuse.

Early dismissals

For student pickup at school please remember to bring an updated, valid picture ID card. Please, no late early dismissals after 2pm.