

# WVVA Attendance FAQs

## 1. What is WVVA's attendance policy?

At WVVA, we believe consistent attendance is crucial for your child's academic success and personal growth, and this includes the virtual environment. Our policy emphasizes the importance of attending all scheduled virtual classes and completing assignments on time.

Here are the key points of our attendance policy:

**\*\*Regular Attendance\*\***: Students are expected to attend all scheduled virtual classes daily, missing no more than 8 days in the school year.

**\*\*Tardiness\*\***: Students must log in to their virtual classes on time. Late arrivals will be noted.

**\*\*Excused Absences\*\***: Absences may be excused for valid reasons such as illness, family emergencies, religious observances, and pre-approved educational opportunities.

**\*\*Unexcused Absences\*\***: Absences without proper notification or exceeding the allowed days will be marked as unexcused.

**\*\*Notification\*\***: Parents/guardians must notify the school of their child's absence by email as soon as possible.

**\*\*Disenrollment\*\***: 10 unexcused absences will begin the disenrollment process, and once a student reaches 20 unexcused absences they will be disenrolled back to the county.

## 2. What should I do if my child has an absence?

If your child will be absent from their virtual classes, please follow these steps:

**\*\*Request an Excused Absence\*\*** Please use the microsoft form to request an excused absence for your student. This form can be found on our website.

**\*\*Provide Documentation\*\***: For excused absences, submit any required documentation such as a doctor's note or a written explanation within three days of the absence to our attendance office at [wvvaattendance@westvaacademy.org](mailto:wvvaattendance@westvaacademy.org). Provide the student's name, grade, reason for absence.

**\*\*Make-Up Work\*\***: Encourage your child to check with their teachers for any missed assignments or classwork. Teachers will provide opportunities for students to make up missed work. Be sure to contact them to make a plan.



### 3. How can I support my child's attendance?

Supporting your child's attendance in a virtual school setting is essential for their academic success. Here are some ways you can help:

**\*\*Establish a Routine\*\***: Set a consistent daily routine that includes a regular bedtime and wake-up time to ensure your child is well-rested and ready for virtual classes.

**\*\*Create a Learning Space\*\***: Designate a quiet, distraction-free area in your home where your child can attend their virtual classes and complete assignments.

**\*\*Communicate the Importance\*\***: Talk to your child about the importance of regular attendance and how it contributes to their learning and future success.

**\*\*Stay Informed\*\***: Keep track of school calendars, important dates, and attendance policies. Mark school events and holidays on your family calendar.

**\*\*Stay Engaged\*\***: Stay involved in your child's education by attending virtual parent-teacher conferences, school events, and maintaining open communication with teachers and school staff.

**\*\*Ensure Technical Readiness\*\***: Make sure your child has a reliable internet connection, a functioning computer, and necessary software to participate in virtual classes.

**FOR QUESTIONS PLEASE CONTACT OUR ATTENDANCE OFFICE AT  
[wvvaattendance@westvaacademy.org](mailto:wvvaattendance@westvaacademy.org)**

