

Washington High School – Extended Absence Guide

Complete these steps when you are absent:

- 1) E-mail all of your teachers to ask what you need to do to keep up with your classes and the work required. You can find their e-mails in Student VUE by clicking on “Class Schedule,” and then click on the teacher’s name to e-mail them. Another way is to type the teacher’s e-mail address, which is firstname.lastname@guhsdaz.org. For example, Mr. Mendoza’s e-mail is Michael.Mendoza@guhsdaz.org.
- 2) Do the work each day! Don’t procrastinate. Make a schedule for yourself each day that mirrors your class schedule.
- 3) **When returning to school:**
 - a. Stop in to see the nurse with necessary documentation (if needed).
 - b. Visit each of your teachers’ classrooms after school the day you return to see what else you may need to do, and to get any explanation of lessons you missed.

Helpful Tips:

I. Log onto a Chromebook

- a. Username = ID Number@student.guhsdaz.org
- b. Password = First and last initial & birthdate (mmddyy)
 - a. Example: sa020295

II. Check your class schedule, grades, and Synergy messages – “Student VUE”

- a. Go to studentvue.guhsdaz.org
- b. Click “I am a student,” and then sign in just as you did to sign into the Chromebook.

III. Check your school email:

- a. When logged in on your Chromebook, go to gmail.com.
- b. If prompted to sign-in, use your log-in information that you used to sign in to the Chromebook.

- ✓ Need help? Checkout this fantastic resource to the Student Technology Manual to answer any school technology issue you might encounter: <https://tinyurl.com/y3nj7p6t>

OR...



Tech help line: 623-435-7333

Welcome Back to Washington Orientation Checklist

Welcome back! We want to check up on you and see how you did while you were away. Please fill out the following and meet with a RAM Center (located in the media center) advisor before class.

Period	Class	Teacher	Current Grade	What support do you need?
1				
2				
3				
4/5				
6				
7				

Based on your current grades, were you able to maintain your grades while you were gone?

8th Hour Sign Up Sheet

	Monday	Tuesday	Wednesday	Thursday	Friday
Teacher					
Time					
Purpose					