### 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 <a href="mailto:firstname@guhsdaz.org">firstname@guhsdaz.org</a>. For example, Mr. Mendoza's e-mail is <a href="mailto:Michael.Mendoza@guhsdaz.org">Michael.Mendoza@guhsdaz.org</a>.
- 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. <u>Log onto a Chromebook</u>

- 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: <a href="https://tinyurl.com/y3nj7p6t">https://tinyurl.com/y3nj7p6t</a>

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					