

WIESBADEN MIDDLE SCHOOL

FREQUENTLY ASKED QUESTIONS



- **WHAT IF MY STUDENT WILL BE LATE TO SCHOOL?** Notify the attendance office BEFORE 0900 by calling [0611-705-2240](tel:0611-705-2240) or send an email to WiesbadenMS.Attendance@dodea.edu.
- **WHAT IF MY STUDENT WILL BE ABSENT FOR 1-3 SCHOOL DAYS?** Notify the attendance office by calling [0611-705-2240](tel:0611-705-2240) or send an email to WiesbadenMS.Attendance@dodea.edu prior to your departure.
- **WHAT IF MY STUDENT WILL BE ABSENT FOR 4 OR MORE SCHOOL DAYS?** Submit a completed "Pre-Arranged Absence" form to the office prior to departure. This form requires signatures from parents, all teachers and an Administrator's approval.
- **WHY IS MY STUDENT MARKED "UNEXCUSED" IN GRADESPEED?** Parents can request to receive automatic attendance alerts from Gradespeed: <https://dodea.gradespeed.net/pc/> Please keep in mind that **Homerom (HRM)** is the "official" attendance for your student and is the only attendance that will be marked excused or unexcused. The "Period" or "Block" attendance is taken by the teacher as a record of your student's physical presence in the classroom. This is used to keep track of homework distribution, etc. and is not marked excused/unexcused.
- **HOW DO I SIGN OUT MY CHILD EARLY FOR AN APPOINTMENT?** To ensure the least amount of disruption to the educational process. Plan your arrival time to allow at least 15 minutes for the check-out process. A parent or emergency contact listed with the school must be present to sign student out.
- **WHO CAN SIGN MY STUDENT OUT OF SCHOOL?** ONLY a parent/sponsor or the official Emergency Contact on file may sign a student out of school.
- **CAN STUDENTS SIGN THEMSELVES OUT OF SCHOOL?** NO
- **CAN I DROP SOMETHING OFF FOR MY STUDENT?** Unfortunately, due to the new structure of our school and schedule, we are not able to interrupt class to deliver forgotten items to students. If you have your child's locker # and combination, an alternate solution is to sign-in and put the item in their locker.
- **CAN I LEAVE A MESSAGE FOR MY STUDENT?** Again, due to the structure of our school, only emergency messages, such as hospitalization or death, can be delivered to students. If you have your child's locker # and combination, an alternate solution is to sign-in and put the message in or on their locker.
- **WHERE CAN I VIEW MY STUDENT'S GRADES/ASSIGNMENTS?** <https://dodea.gradespeed.net>
Students will be issued user names & passwords. Parents must create an account, if not already established.
- **HOW CAN I EMAIL MY STUDENT'S TEACHERS?** Typically it is `FirstName.LastName@dodea.edu`.
- **HOW CAN I SET UP & PAY FOR MY STUDENT'S LUNCH ACCOUNT?**
Accounts must be set up at Customer Service in the PX. 10 digit student ID is needed. Payments can also be made there. After account is established, you can set up online payment at: <https://mypaymentsplus.com>. (small fees apply)
Manage account balances, set up auto pay, receive low balance notifications & check account history
To register, you'll need your student's 10 digit student ID #. [State = Exchange (EX) & School District = AAFES DODDS]
- **WHERE CAN I FIND SCHOOL CLOSING INFORMATION?** Monitor AFN radio at 103.7 or go to: <http://www.imcom-europe.army.mil> to check Road Conditions.
- **CAN MY STUDENT RIDE A DIFFERENT BUS?** Complete a "Temporary Bus Pass Request" and submit to office along with required documentation (TDY, official orders, medical reason) for Admin approval at least 24 hours in advance.
- **CAN MY STUDENT BRING A VISITOR TO SCHOOL?** Complete a "Visitor's Pass" request and submit to the office 2-3 days prior to the requested visit. Administration approval required.
- **IS THE SCHOOL ON FACEBOOK?** Wiesbaden Middle School PTSO and Wiesbaden Community Schools