

ATTENDANCE MATTERS

ATTENDANCE PROCEDURES AND QUESTIONS CALL 359-8500 OR 359-8612

Attendance monumentally impacts student academic success. Wisconsin law requires students to attend school regularly during all scheduled school hours, with the exceptions of certain religious holidays. When a student is sick, parents or guardians are to call the Attendance Office at **359-8500** the same day. If after school hours, please leave a message at the same number.

In conjunction with the citywide truancy ordinance, it is our commitment at Indian Trail High School and Academy to work diligently with parents and guardians to promote consistent and committed school attendance. ***Please remember that a student cannot be excused more than TEN TIMES per school year without written documentation from a physician.***

DEFINITION OF ABSENCE - KUSD BOARD OF EDUCATION POLICY

EXCUSED ABSENCES – A student's absence may be excused by the principal/designee for acceptable reasons such as personal illness, illness in the immediate family, or death of a family member or relative or other reasons of legitimate health or educational benefit to the student.

TRUANCY – “Truancy” means any absence of part or all of one or more days from school during which a school designee has not been notified of the legal cause of such absence by the parent/guardian of the absent student.

EARLY DISMISSAL – Students who, for good reason, wish to be excused from school for part of the day are required to bring a request, written and signed by the parent/guardian, to the ATTENDANCE OFFICE.

PRE-ARRANGED ABSENCE – If a student is going to be absent all day for more than one day for reasons other than illness (vacation, college trip, etc.), a request should be made **one week in advance**. A parent written note specifying dates and reason for the absence must be submitted and approved by individual teachers and entered through the Attendance Office. The form can be found on the at: <http://indiantrail.kUSD.edu/parents/documents/Prearrangedabsenceform.pdf>

FREQUENTLY ASKED ATTENDANCE QUESTIONS

1. **When my child is absent, what should I do?** Call 359-8500 any time within 24 hours of the absence. If you must leave a message, please identify yourself by name and then be sure to include the student's name, grade, ID number, and their reason for missing school. ***Absences not cleared by a parent/guardian within five school days will not be excused.*** If at anytime a student comes late to school, he/

- she MUST sign in at the Attendance Office whether or not a call has been previously placed.
2. **What should I do if I receive a call or text regarding my child being marked truant or tardy for a period or periods during the school day?** Call 359-8612 within 24 hours of receiving that call so that the truancy can be addressed or if it is an attendance error it can be corrected. Your student can correct attendance by picking up a blue Attendance Change Form at the main office attendance desk and taking it to their teacher to have it signed for the appropriate correction. **Parents, guardians and students have a five-day window to clear truanancies and tardies or they will not be excused.**
 3. **What should my child do if he/she becomes ill at school?** Students should not call their parent/guardian and ask them to pick them up. **Students must go to the nurse either during passing time or with a pass from their classroom teacher.** The nurse will contact a guardian, verify permission to go home, and send the student to the attendance office for proper sign-out. Students who are on release or student partnership are expected to follow the same procedure or the absence will not be excused.
 4. **What does my child do if he/she has an appointment to leave during the day?** The student must bring a note from his/her parent/guardian to the Attendance Office *before school begins* on the day of the appointment to receive a pass to sign out. The pass will be dated and used as verification to the teacher whose classroom your child is leaving at the appointed time. Your child should then go to the Attendance Office for proper sign-out before leaving the building. A timely return is expected with the student signing back in at the Attendance Office unless otherwise specified. NOTE: State law does not allow the school to excuse students for job interviews or any appointments that are not specific to that student. **Without a note the guardian must come into the building to sign out their student, they must be prepared to present ID. In order to pick up a student, the person must be listed on the student Emergency Contact List.**
 5. **What happens if my child is tardy to school?** Students who do not make it to school on time need to report to the tardy sign in area. If for some reason the student is being excused for their tardiness, the parent or guardian should call 359-8500 to report the reason. Repeat occurrences will lead to additional follow-up, including potential counseling, parent meetings, interventions, or disciplinary action through the County Truancy Ordinance.
 6. **Is the attendance expectation the same for athletic participation?** Athletes must be in school all day beginning at 7:30am for all periods in order to practice or compete. The only exception is a verified medical/dental/court/etc. appointment. Unless the appointment is related to an injury from the previous evening's practice or event, the student must follow school policy for signing in and out of school.

- 7. I received a letter in the mail and it said my child is excessively excused, what does this mean and who do I contact regarding this letter?** Per state law, students can have only 10 excused absences (either partial or all day) per school year. Students are marked “excused” for any medical/dental appointments as long as the parent calls in or writes a note. A student’s absence can be marked as “Doctor Appointment” or “Medical” if the student brings in a note from the doctor/dentist. “Doctor Appointment” or “Medical” absences, **DO NOT** count towards the maximum ten excused absences per year. It is in the student’s best interest to obtain a medical note each time they have a medical appointment so they are not placed on the excessive excused list. Contact the Attendance Dean at 359-8612 regarding any questions.
- 8. I want to take my son or daughter on a college visit, what are the procedures?** Have your child pick up a prearranged absence form from the attendance office and fill it out with the date and times of the college visit. Have them take it and get it signed by their teachers and turn it into the attendance office. Upon their return from the college visit please bring some material indicating the student had been to the college so the college visit can be verified and then the absence can be coded appropriately. A prearranged absence form can be found at: <http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform.pdf>
- 9. We have a family vacation planned during the school year what are the procedures?** Please, if at all possible, do not plan vacations during the scheduled school year. If a vacation is necessary during the school year a prearranged absence form needs to be filled out and signed by all teachers and the principal one week prior to the absence. A prearranged absence form can be obtained from the attendance office or the KUSD website at: <http://indiantrail.kusd.edu/parents/documents/Prearrangedabsenceform.pdf>