

News

Attendance Policy and Practices Change in Elmbrook

Posted: August 19, 2015

Attendance Policy and Practice Statement 5113.

- The policy eliminates the 5 and 10 day collective absence letters. Buildings shall only send habitual truancy letters for unexcused absences at 5, 10 and more days.
- The District may request written verification on Excused Illness by a parent/guardian from a licensed provider at any time.
- There is now a District Family Trip Request form to be used for all family trips of three (3) or more days to be used EC-12 in the practice statement.

In addition, Governor Scott Walker signed five (5) education-related bills that will impact Wisconsin school districts in a variety of ways. Act 52 expanded the methods by which school districts are able to provide notice to parents/guardians about their habitually truant student(s). Prior to Act 52, school districts were limited to providing notice to parents/guardians via registered or certified mail. After Act 52, school districts are able to send notice via first-class mail as well as send a simultaneous electronic notice, such as through an e-mail, to a habitually truant student's parent/guardian. The expansion in notice methods is intended to streamline the process for schools to communicate with parents regarding student nonattendance. The changes in the law related to notice will also apply to open enrolled students.

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Elmbrook School District Family Trip Request

(Please complete one form per child)

The School District of Elmbrook abides by the school laws of Wisconsin. Wisconsin statute 118.15(3)(c) states that parents may excuse their child from school for up to 10 days in the school year. Family trips shall be taken when school is not in session. However, we also recognize there may be unique circumstances regarding some family events.

If a student is missing school for a family trip of three (3) days or more, the request for an absence must be made to the school office two weeks prior to the trip so there is adequate time to plan for materials that will be missed. The request will then be submitted for approval to the principal or designee.

Most likely it will not be possible for all the anticipated missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher will inform you of any work that needs to be completed. If work is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that _____ Grade: _____ Teacher: _____ be excused from attendance at school on the following dates: _____.

Parent Signature: _____

To be filled out by Teacher (EC-5) or Guidance Counselor (6-12) - (Please check those that apply)

<input type="checkbox"/> District or state testing will occur during requested absence.
<input type="checkbox"/> Key 1-time instruction will occur during requested absence.
<input type="checkbox"/> Student is likely to maintain progress even with missed vacation days.
<input type="checkbox"/> Student may struggle with gaps created by missed instruction during vacation.
<input type="checkbox"/> Student has difficulty whenever a day is missed.
Teacher Signature _____

To be filled out by Principal or Designee

Days of absence: Current Year	Last Year
IL _____ PL _____	IL _____ PL _____
VA _____ TR _____	VA _____ TR _____
<input type="checkbox"/> Absence acknowledged.	
<input type="checkbox"/> Absence acknowledged with reservations due to previous absences.	
<input type="checkbox"/> Absence acknowledged with reservations about missed learning.	
<input type="checkbox"/> Absence not approved. Missed days will be counted as Unexcused / Truant.	

Principal Signature: _____

Cum File	[]
Parent Copy	[]
Teacher/Guidance Copy	[]
Health Room	[]