

# **Attendance Procedures**

## **Reporting a student absence:**

When you anticipate your student being absent please call the Attendance Line at 262-843-3820 to report the absence. Clearly state students' name, grade, reason for absence and then your name and relationship to the student. We would appreciate you calling in the absence by 8:00 am on the day of the absence.

***The Attendance Line (262-843-3820) is available and accessible 24 hours a day.***

## **Need to leave school early:**

Please send a note with your student stating the time your student needs to leave and the reason. Students should bring this note to the attendance office before their first class to receive a "Leave School Permit". Students will not be issued a permit without a written note.

You do not need to come into school to sign your student out. Their "Leave School Permit" will allow them to leave and meet you outside the school at the Main Entrance doors.

***Please refrain from calling the school during the day to have messages relayed to students about leaving early or other matters unless it's an absolute emergency.***

If the student is returning to school after the appointment, they are required to log in at the attendance office, by the Main Entrance.

Please have your student bring back doctor, dentist, court verification, etc., to the attendance office, which will be used to exempt these absences from the student's allowable 10 all or part day absence limit with is a State Statute.

Students leaving school without a permit or permission will be considered truant.

## **Student illness while at school:**

If a student becomes ill while at school, the student is to ask to go to the school nurse. The nurse will assess their condition and determine whether the students should go home or remain at school. The school nurse will contact the student's parent should the decision be that the student needs to go home. **Students are not to contact their parent to have them called out of school for illness.**

## **Going on vacation or other reason the student will be out greater than two days:**

Outside of a medical reason, a State Statute indicates a student may only be excused from school for no more than 10 days. If you want to take your student out of school greater than two consecutive days for personal reasons, please ensure you are within these limits and follow these procedures:

One week BEFORE the planned absence.

1. Either print or obtain from the Attendance Office the "[Planned Absence](#)" form. The form is located online under the quick link box "Forms" on the student or parent page.
2. The form must be filled out and signed by the parent/guardian prior to getting teacher signatures.
3. The student should get teacher signatures/assignments from each of his/her teachers.
4. The student must turn in the form at the attendance office at least two days prior to their absence.

***If you have any questions***, please don't hesitate to contact staff in the attendance office. They may be reached through the school's main phone number (262) 843-2321