EAU CLAIRE AREA SCHOOL DISTRICT

Every Student – Every Day!
Attendance Guidelines

We want your child with us every day and on-time to give us the opportunity to help them learn and achieve at high levels.

- By law 10 is 10 - Students are allowed 10 excused absences (all or part of a day) per school year.
- Please notify the office prior to or by 8:45 AM regarding any absence.
- To avoid unexcused absences, please bring a note from any professional appointments for it to be considered excused.
- Attendance will be taken 4 times per day based on the periods as listed below.

Period 1	8:35 – 10:40
Period 2	10:40 – 12:25
Period 3	12:25 – 2:10
Period 4	2:10 – 3:35

- If your child is absent more than 5 minutes from ANY period, they will be marked absent for that period.
- Early departures are also counted as absences.
- You will need to work with the building principal ***in advance*** for any absences after 10 excused absences.
- After 5 unexcused absences (all or part of a day), we will invite you to meet with us to help develop a plan to improve your child's attendance.
- 10 excused absences could be any combination of the following.
    - Personal Illness
    - Illness in the immediate family which requires the student to be absent because of family responsibilities
    - Funeral
    - Religious holiday
    - Family trips that can be taken only during the normal school term. Family member must notify the school prior to their departure
    - Professional or court appointments that could not be scheduled outside the regular school day
    - Serious personal or family crisis
    - Special circumstances that show good cause which are approved ***in advance*** by the school principal.