

**INDEPENDENT SCHOOL DISTRICT NO. 111
WATERTOWN-MAYER PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY**

**503A STUDENT ATTENDANCE ADDENDUM
WATERTOWN-MAYER ATTENDANCE PROCEDURES**

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. **Please see Policy 503 for additional details regarding excused and unexcused absences and consequences of each as well as tardiness, truancy, and religious observance accommodation.**

A. Attendance Procedures

1. Procedures on day of absence:

Parents are expected to call or email the Attendance Line for their respective building on the day of their child's absence.

Telephone numbers and/or emails for Attendance are:

- Community Learning Center 952-955-0280
- Elementary school 952-955-0321/ esattendance@wm.k12.mn.us
- Middle School 952-955-0421/ msattendance@wm.k12.mn.us
- High School 952-955-0621/ hsattendance@wm.k12.mn.us

2. Procedures for extended absence or family event:

Parents are expected to fill out the appropriate form in advance of a student's extended absence for a family event, vacation, etc. The form can be found on the website: www.wm.k12.mn.us > choose school > Student Life >Forms **NOTE this is not required for the Community Learning Center

3. Procedures upon return to school:

Students are expected to touch base with each of their teachers upon returning to school. Students should hand in work completed while absent and/or gather additional information or assignments missed to complete and turn in as soon as possible.

4. Procedures for early dismissals and late arrivals:

Parents are expected to call the Attendance Line for their respective building when their student needs to be dismissed early or will be arriving late to school. Please understand, however, that early dismissals from classes and late arrivals to classes will be counted toward attendance totals for those classes the student has or will miss. Students must also follow building-specific sign-out procedures.

5. Procedures for illness during the school day:

Students who become ill during the school day should report to the school nurse. If necessary, the nurse will contact the parents and make arrangements for transportation home.

Adopted/Revised/Reviewed:

Adopted: July 22, 2024

Reviewed: July 28, 2025