



## A Review of WSS Attendance Procedures

**Excused Absence:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, or attendance at health clinics. **An excused absence requires a phone call to the school the day of the absence AND a note from the parent/guardian must be received by the school within 48 hours after the last consecutive absence.**

**Unexcused Absence:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (examples include but are not limited to family vacation, hunting, babysitting, hair cut, tanning, shopping, oversleeping, etc.) and is sanctioned by a parent or guardian. Every absence will be recorded as unexcused unless the school receives written notice of the absence.

**Tardiness:** Tardiness will be considered if a student enters the school after the school day has started (8:55 a.m.). If a student enters school after 12:00 p.m., the student will be considered absent.

### **Record Keeping:**

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance and will be entered as "excused", "unexcused", and "tardy".

Registration of attendance is taken during homeroom at 9:00 a.m. and entered into the school data collection system. Attendance by class period is then recorded by teachers thereafter. Teachers can submit period by period attendance at the time of instruction or at the end of the day. If a teacher is absent for the day, the classroom substitute teacher shall record the attendance and turn it in to the appropriate attendance officer.

### **Notice of Students who are Absent, Tardy or Depart Early Without Proper**

#### **Excuse:**

Our school counselor shall notify the parent/guardian of a student who is absent, tardy or departs early without proper excuse. The notification will occur as follows:

10 days of absence/tardy/early departures: a phone call home

15 – 20 days of unexcused absences: a formal notice from the principal

20 – 25 days of unexcused absences: a second formal notice from the principal

25+ of unexcused absences: a third formal notice from the principal

**\*\*Note:** If your son/daughter has had a history of significant unexcused absences, the number of absences above and letters will change at the school's discretion .

**If you have any questions, please contact our school counselors—Mrs. Hyde and Mrs. Pokracki.**