



Student Attendance at Waterford Union High School

Frequently Asked Questions

To assist parents in the attendance process, we have compiled a list of some of the most frequently asked questions regarding student attendance at Waterford Union High School. We believe that regular school attendance is an essential requirement for academic success and that students cannot be successful in school or future work settings with poor attendance habits. We ask that parents serve as our partners in ensuring student success through good attendance practices.

What do I do if I need to excuse my child from school?

The best way to excuse your child from school is to contact the WUHS Attendance Office at (262) 534-3150. Please call as soon as you know your child will not be in school for the day. If a student needs to be released during the day, please send your child with a note to bring to the Attendance Office before school to receive a pass for early dismissal.

How many times can I excuse my child from school during the school year?

According to state law and school board policy, parents are allowed to excuse their child from school for part or all of ten (10) days per year. **Medically-excused absences (with proper documentation), along with required court appearances, family funerals, and pre-arranged trips, do not count towards the 10 day limit (see next page).** Parents and guardians are asked to carefully monitor the number of excused absences their child accumulates throughout the year. If a student exceeds 10 parent-excused absences, parents/guardians will be notified via certified mail and a meeting with the Dean of Students will be scheduled to address the attendance concerns. Please note that any absences beyond 10 parent-excused days would be considered unexcused and would require documentation of a medical appointment or illness, required court appearance, family funeral, or pre-arranged family trip.

What do I do if my child has a medical appointment during the school day, or has an extended illness?

Medical appointments and/or medically-related absences with documentation **do not** count against a student's 10 day parent-excused limit. If a child needs to miss part or all of a school day due to a medical appointment or medical condition, please have the student return to school with a note from the provider excusing the absence, or have the provider send it directly to the school via fax (262-534-4971). In addition, if a student is absent for a period of time recovering from an illness, medical documentation from a provider can excuse the student's absences without it counting against the 10 day attendance limit. In the case of an extended illness or hospitalization, Waterford Union High School will make every effort to work with parents and students to ensure educational services are provided during the recovery. In these cases, please contact the student's guidance counselor and/or the Dean of Students to make accommodations.

How do I excuse my child for a family trip or vacation that we know about in advance?

While we encourage lengthy vacations to be taken during non-school days, we know there will be times when students will need to use this option. In the case of a planned trip, students should fill out a pre-excused absence form and submit it to the Attendance Office at least 48 hours prior to leaving. Students utilizing this option are responsible for completing

(over please)

school work missed during their absence by making arrangements with their classroom teachers. Absences typically falling into this category may include discretionary absences known in advance such as family vacations/travel, weddings, and hunting trips. **A pre-excused absence does not count against a student's 10 day parent-excused limit, however students may only utilize this option no more than 10 times per year.** Pre-excused absence forms can be obtained from the main office, attendance office, or downloaded from the WUHS webpage.

What do we do in the event of a college visit or other post-secondary exploration opportunities?

Junior and senior students are permitted two (2) post-high school exploration visits per school year, provided appropriate documentation of the visit is submitted to the Attendance Office. Students may use this option for college visits, meetings with military recruiters, or job-shadowing opportunities. The required form is available in the Attendance Office or on the WUHS website. The absences will be considered a College Visit (CV) for attendance purposes and will not count against a student's 10 day attendance limit.

What occurs when a student is late to school?

Student arriving to school within the first 10 minutes of class are considered tardy and subject to the progressive tardy policy, as outlined in the student handbook. Students arriving to school after the first 10 minutes of the day need to have a parent call the Attendance Office in order to excuse the absence. Parents and students should be aware that students may only be excused from an individual class period by a parent ten times per year before the absences would be considered unexcused.

What occurs if a student receives an unexcused absence?

If a student has received an unexcused absence, please consider that one of the following things has likely occurred:

1. The school has not received a phone call excusing the student within 24 hours of the absence
2. The school has not received a medical excuse for the student
3. The student has accumulated over 10 parent-excused absences is now required to provide documentation for all future absences
4. The school's records are incorrect. If you believe there has been an error made with regard to the student's attendance records, please contact the Attendance Office or the Dean of Students.

If a student does receive an unexcused absence, the first offense results in a 1 hour detention. The second unexcused absence results in a 2.5 hour detention. If a student were to receive a third (or subsequent) unexcused absence, a referral would be made to law enforcement for a truancy citation.

How is attendance affected by Field Trips or other School-Sponsored Activities?

Field Trips and School-Sponsored activities are considered extensions of the classroom and therefore students are not considered absent from school when their attendance is marked as School-Sponsored (SS) or when they are on a Field Trip (FT). These activities may include release time for when a school-sponsored club or athletic team needs to leave school for a competition or other activity that requires them to miss part/all of the day. School-Sponsored release time and field trips are cleared in advance by the Athletic-Activities Office or other school administration. If an activity or field trip were to return before the end of the school day, students would be required to return to their regularly scheduled classes for the remainder of the day.