



ATTENDANCE MATTERS

FOR CUM LAUDE, OPEN CAMPUS, ATHLETICS...

EXCUSED VS. EXEMPT ABSENCES – When a parent calls their child out of school the absence is entered as an excused absence. Excused absences count towards the total number allowed by the Wisconsin state statute 118.15(1)(a) and also towards cum laude status, open campus, and athletic participation. Exempt absences do not add to your total count. The following are exempt absences:

MEDICALLY EXCUSED: When a student sees a medical professional, if the student brings a medical excuse or appointment slip from the medical professional/clinic this absence will be considered exempt and is reflected accordingly in the attendance record as ME (Medically Excused).

PRE-ARRANGED ABSENCE REQUEST: We understand that families may take vacations out-of-state, out-of-country or attend outside activities that have educational value. Students may complete a “Pre-arranged Absence Request” form to have their absence considered exempt. The form may be downloaded from our website or picked up in the office. The student will ask all of their teachers for the assignments to complete during their absence and to initial the form. The student must also complete a brief description of the learning experience they will have while on this absence. The parent must sign the form and it must be returned to the office at least 2 days prior to the absence to be considered by the principal as an exempt absence.

COLLEGE VISITS: Students visiting a prospective college should provide the main office with verification of their visit, i.e. a letter or email confirming the appointment, parking permit, etc., to be considered exempt. A parent must also call the attendance line in advance of the absence.

FUNERAL: In the event a loved one passes away, students who miss school due to funeral services will have their absence exempt. A parent or guardian must call the attendance line to report the absence.

SCHOOL-SPONSORED ATHLETICS: Student needs to be in attendance for a minimum of half the school day to participate in any after school or extra-curricular activity. School Sponsored Athletic Competitions are exempt absences.

NOTE: School-sponsored Field Trips and Testing are automatically exempt by the school.

LEAVING DURING THE SCHOOL DAY – Parents may call in advance for their child to leave early and should tell them in advance so they are aware. **Please call us at least an hour in advance to avoid delays in locating your child.** Parents do not need to come into the building if they’ve called ahead. Students can meet you out front after checking out with the front desk attendant.

LATE ARRIVALS/RETURNS FROM APPOINTMENTS – Students arriving late to school or returning from an appointment must check-in with the front desk attendant to get a pass to class. Students that arrive during passing time or lunch must also check in so the arrival time is recorded. Parents do not need to come into the building if they’ve called ahead.

LEAVING ILL DURING THE SCHOOL DAY – If a child becomes ill at school, they should let the teacher know they are ill and come to the office. We must have contact with parent before a student is given permission to leave.

TO REPORT AN ABSENCE, LATE ARRIVAL, OR EARLY DISMISSAL

PLEASE CALL THE ATTENDANCE LINE

262-789-6410 BY *9:00 A.M.

*We understand that emergencies may arise and this deadline may not be possible.