

STUDENT ATTENDANCE REPORTING PROCEDURES

431-Rule 2

The administrator of each building will make efforts to cause parents or guardians to contact the school office with prior notification via telephone or in writing indicating that their child will be absent.

- I. All teachers (EC-12) prepare absence list to be taken to the building office by 8:30 AM daily. In the event that conditions cause a bus to be late, that should be noted on the absence list. The building administrator and/or secretary will be responsible for verifying student absence after the bus arrives. Students who arrive on a bus which is “late” will check-in at the office.
- II. If a teacher has received notification (note or call) from a parent that a child will be absent, the teacher is to report that notification to the building secretary. Students who arrive at school after the normal starting time as a result of non-transportation issues (ie: dentist appointment) will be required to check-in with the building secretary.
- III. after absence lists have been collected and gathered in the building office, the secretary will cross-check absences with notes and call-ins to determine which parents need to be contacted.
- IV. Upon completion of #III above, the secretary will begin making calls to determine the whereabouts of absent students for which there are no prior parent/guardian notes or call-ins. The secretary and/or building administrator must personally talk to a parent/guardian of the child. In this effort the following sequence of calls/contacts will be made:
 1. check with other siblings at school regarding attendance and/or check with bus garage to determine if the student rode the bus; if no confirmation—
 2. call the parent/guardian at home; if no answer—
 3. call the parent/guardian at work; if no answer/response –
 4. call the individual listed on the emergency card to obtain information as to the parent/guardian/student whereabouts; if no information is obtained; then—
 5. the building administrator or designee (police officer or Human Services assistance may be required) will drive to the parent/guardian residence; if no contact is made, the building administrator or designee (police officer or Human Services assistance may be required) will return to school and document the efforts made to determine the whereabouts of the student; finally, will notify law enforcement and the District superintendent regarding the lack of confirmation of a student’s whereabouts.
 6. After such a situation wherein a student is absent and whereabouts is not able to be determined up through step #5 above, the matter will be addressed by the District superintendent causing the parent or guardian to attend a conference to document responsibility for attendance and/or transportation. Thereafter, only steps #1 through #4 will be utilized and documented. Continued lack of parental cooperation may result in further District action.

LEGAL REF.: *Section 118.15 Wisconsin Statutes*
118.153
118.16
118.162
118.165

Approved August 12, 1980
Revised October 19, 1998
Revised August 23, 2007