

# HARTLAND LAKESIDE PRE-PLANNED STUDENT ABSENCE FORM

Complete top portion of this form, including parent signature, a week prior to the absence date. Please return to the school office for building principal approval. Once approved, teachers will have the opportunity to give assignments in advance of absence. Please reference attendance policy 431 for additional information.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Dates Requested to be Absent: \_\_\_\_\_

Number of School Days to be Missed: \_\_\_\_\_

Description of Absence: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Front Desk Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class	Assignment(s)	Teacher's Initials

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**Attendance Policy Information:**

The Board of Education of the Hartland/Lakeside School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and future employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular school attendance. Wisconsin Statutes 118.15 and 118.16 require school attendance of a child ages six to eighteen unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having the control of such a child shall require him/her to attend school regularly during the full period hours that school is in session.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school administration to determine whether the absence is excused or not acceptable, which could lead to a determination of truancy. It is the responsibility of classroom teachers and assigned staff to complete daily attendance of students as soon as possible at the beginning of the school day. If contact from the child's parent/guardian has not been received, a call to inquire about the child's well-being will be made by school staff.

The Board of Education considers the following as excused absences:

1. Illness - mental or physical. The school principal or designee may request the parent or guardian of the child to obtain a written statement from an authorized health care provider such as: a physician, dentist, chiropractor, optometrist, psychologist, physician assistant as defined in s. 255.06 (1)(d).
2. Family emergency or crisis.
3. Attendance at the funeral of relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required under the same conditions as set forth in paragraph 1, above.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for a student to accompany their parent or guardian on a vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school administration in writing of the pending absence.
6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction.

**Tardy:**

Fostering student punctuality is a shared responsibility between parents and the school. It is an important factor in the individual student's character development and future success in postsecondary educational and career opportunities. Student tardiness is disruptive to the teacher and other students in the classroom, as well as detrimental to the individual student's educational progress. Students tardy to school in the morning need to sign in at the main office. Chronic tardiness may result in disciplinary action at the intermediate level.

**Habitual Truancy:**

A student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester is considered a habitual truant. WI Statutes, Section 118.16(1)(a)

**Process:**

- If a student is absent eight (8) cumulative days in a school year, a letter will be sent home notifying the parent/guardian that their child is approaching the district limit of ten (10) excused or unexcused absences.
- When a student reaches ten (10) excused or unexcused cumulative absences in a school year, a letter will be sent home notifying the parent/guardian that all future absences will need a written excuse from an authorized healthcare provider to be considered excused. Absences that do not have a written note from a doctor will be considered unexcused unless approved by an administrator.
- If a student continues to be absent after the 10 (ten) day notification letter, the principal or another designated person will make contact with the parent to determine if there are extenuating circumstances and to offer additional support if needed in getting their child to school.
- If a plan is agreed upon, and the student is attending school regularly, the principal or another designated person will continue to meet with the student to ensure continued success with school attendance.
- When a student reaches ten (10) excused or unexcused cumulative absences, each subsequent absence without a doctor's note or administrative approval is considered unexcused. Once the student reaches a total of five (5) unexcused absences they may be referred to a Waukesha County agency determined by the Principal and other interested parties. The agencies may include Agree To Succeed (mediation) or a Truancy referral.