

## WL Junior/Senior High School Attendance FAQ

Regular attendance shall be required of all Corporation students. The following attendance procedures are necessary in maintaining student safety and accurate attendance records.

- **Parents/guardians must report all attendance matters by 10:00 AM. This includes students who are:**
  - Arriving more than ten minutes late
  - Leaving during the school day
  - Absent all day
  - *\*Note: Unverified absences will be unexcused. If the absence is not reported by a parent or guardian within 48 hours, it will be changed to truant.*
- **There are three ways to report student attendance:**
  - [Parent Absence Reporting Form](#) (recommended)
  - Email [jrsrattendance@wl.k12.in.us](mailto:jrsrattendance@wl.k12.in.us)
  - Voicemail message (765) 746-0414
- **The following information should be included in emails and voicemail messages:**
  - The student's first and last name (as it appears in Skyward)
  - The student's grade
  - The name of the person emailing/calling and the relationship to the student
  - The reason for the absence
  - The date(s) of the absence(s) OR time the student will be leaving if not the entire day
  - A telephone number for verification
- **Students leaving/returning during school hours**
  - Students may not leave school during the school day without prior permission from their parent/guardian. It is the responsibility of the parent/guardian to [contact the school](#) as early as possible and report the time their student will be leaving.
  - If the student is leaving during a class period, it is their responsibility to stop by the main office and pick up a pass. The student will present this pass to their teacher at the beginning of class, which will give them permission to leave and report to the main office at the designated time. Passes will not be issued to students until a parent/guardian has first notified the school.
  - If the student is leaving during a passing period (see bell schedule), they will not need to obtain a pass; they will report directly to the main office at their designated time.
  - All students leaving during school hours must report to the main office, sign out, and exit through the Main Entrance (Door #1). Likewise, all students returning during school hours must enter through the Main Entrance and sign in before heading to class.
  - Parents/guardians who have not contacted the school prior to picking up their student, should plan to come into the building and sign them out in the main office. There may be additional delays in locating the student, especially if they

are in PE, band, orchestra, or lunch. It may not be possible to interrupt a class during testing.

- The following consequences may be assigned if the procedure is not followed:
  - 1st offense- warning
  - 2nd offense: A detention will be assigned.
  - 3rd offense: Detentions will be assigned.
  - 4th offense: In School Suspension
  - 5th offense: Out-of-School suspension and/or individual disciplinary action will be taken by administration during a conference with parent(s) and student.
- **Extended Planned Family Absence:**
  - Students who have a planned absence of 10 or more consecutive school days will be removed from the CCS system. It is the responsibility of the parent/guardian to re-enroll their student upon completion of the extended absence.
  - Any work or tests that occur during this period will not be made up, and grades will not be recorded. Teachers plan their lessons in accordance with the school calendar and are not obligated to provide schoolwork in advance of an absence. Please note that Canvas and other instructional materials are often inaccessible outside of the continental United States.
- **Exempt Absences** (medical, dental, or professional appointment)
  - Verification is required to ensure the absence is exempt. Documentation (hard copy of the note or letter) from the appointment *must include the absence date(s)* and be submitted in a tray located in the main office within 48 hours following the student's return to school (excluding weekends and holidays). All other absences will be considered non-exempt.
- **Non-exempt Absences**
  - The two types of student absence that fall into this category are *parent approved* and *truancy*. Parents may use a parent approved absence up to nine times in each credit class per semester without their student violating the policy. Questions about these absences or the attendance policy should be directed to Shelby Johnson, the administrator in charge of attendance, at [johnsonsl@wl.k12.in.us](mailto:johnsonsl@wl.k12.in.us).
  - When a student accumulates four non-exempt absences, Skyward will email parents/guardians and the student. An administrator will also provide the student with a copy of this warning.
  - When a student accumulates seven non-exempt absences, an administrator will meet with the student to discuss the attendance policy and consequences for exceeding the number of non-exempt absences allowed by policy. The parent/guardian of the student will be notified of the absences both by US Mail and through the Skyward system. In addition, an administrator will call to discuss this policy with the parent/guardian.
  - When a student accumulates nine non-exempt absences, an administrator will meet with the student and parent/guardian to discuss the attendance policy and consequences for exceeding the number of non-exempt absences allowed by

policy. The parent/guardian will be required to sign the attendance contract stating that they understand the policy and have met with an administrator.

- When a student accumulates eleven or more non-exempt absences, the student will meet an Administrator to review academic consequences that will occur with excessive absences. In addition, a parent/guardian conference will be offered to discuss these attendance issues and consequences for additional non-exempt absences.
- **Tardy Policy:**
  - A tardy is defined as arrival within the first ten (10) minutes of class or as explained in each teacher's classroom procedures. Tardies extending beyond the first ten minutes in any class shall be counted as a non-exempt absence.
  - After the third tardy per class per semester, the attendance office will notify the student and parent/guardian of the tardy count, but ultimately, punctuality is the student's responsibility.
  - At the fourth tardy per class per semester, a lunch detention will be assigned.
  - At five tardies per class per semester, the student will be assigned two lunch detentions.
  - At six tardies per credit class per semester, the student shall be removed from the class and assigned a study hall (students in junior high classes will serve a full day of in-school detention.)
    - \*Exception: The student may request a conference with the teacher to discuss an attendance contract in lieu of the above penalty. If the class is a study hall, the student will receive a full day of in-school-detention for each tardy beyond five.
- The following list includes an explanation of frequently used attendance codes in Skyward:
  - PPA - Parent Approved *\*All absences reported by parents are recorded as PPA until verification is provided (medical notes, college admissions office notes, etc.).*
  - UUN - Unexcused *\*Following an unverified absence for 48 hours only.*
  - EME - Excused Medical
  - ENU - Excused Nurse's Office/Approved
  - EBE - Excused Bereavement
  - EGU - Excused Counseling Office
  - T - Tardy
  - IID - In School Detention
  - ISU - In School Suspension
  - SSU - Out of School Suspension
  - TR - Truancy
- **Attendance and Participation:**
  - Students who do not attend at **least five periods** (lunch period does not count) of the day are not permitted to practice or participate in contests or co-curricular activities on that school day. Verified appointments with medical personnel do not affect contest and/or participation eligibility.
- **College Visits**
  - With documentation, college visits are considered exempt absences. A university signed letter verifying the student's visit must be turned into the main office within 48 hours following the student's return to school (excluding holidays and weekends). Students are allotted three excused college visits between their junior and senior year. Any additional visits will be parent approved absences.
- Additional attendance information can be found [here](#) (pages 6-8).

