



WCSD FAMILY GUIDE TO ATTENDANCE

Please see the guidance below regarding attendance beginning in the 2024-2025 school year



WHEN TO KEEP KIDS HOME

If your **child is ill and has symptoms** that may be contagious (i.e. coughing, cold), **please keep your child home from school.**



CONTACT INFORMATION

Please provide our schools **accurate and updated contact information** including: phone numbers, addresses and emergency contacts.



ABSENCES AND SCHEDULING

Please make every attempt to schedule **appointments, vacations and non-school activities on non-school days.**

Pre-arranged absences:

- One week advance notice is required for all prearranged absences
- Make up work can be provided for students to complete while gone or can be given upon student return at the discretion of the teacher.



SUPPORTING GOOD ATTENDANCE HABITS

- Set regular bedtime and morning routines.
- Use the Infinite Campus App and Parent Portal to keep track of absences. Missing only 2 days per month has a significant impact on academics.
- Report all absences to your child's school using the Infinite Campus App or Parent Portal.
- Talk with your child about the importance of being at school each day.



CHRONIC ABSENTEEISM

- Chronic absenteeism is a federal definition that means students have been absent for 10% or more of their enrolled school days.
- Students will not be retained or fail a course solely due to attendance
- While students are not penalized for attendance, students who are chronically absent are at greater risk of falling behind, course failure, and eventual drop out.
- Please reach out to your school if your student is struggling with attendance.



MAKE-UP WORK

- It is the **responsibility of the student** to request make-up work from their teachers when they return to school after an absence. Families may request this work for our youngest students.
- Teachers must provide students make-up work or concepts missed by the student within two-days of the student returning to class.
- Students have the number of days absent +1 day to complete the work.
 - For example: If a student is absent for 2 days, they have 3 days to complete the work and turn it back into their teacher.



TYPES OF ABSENCES

- Exempt absences - absences which are exempt from state and federal reporting requirements around chronic absenteeism.
 - Verified by documentation from a medical, mental, or behavioral health professional.
 - ▶ Documentation must be provided within 3 days of absence.
 - Up to 5 religious observances per year.
- Standard absences - all other absences are included in chronic absenteeism.



INFINITE CAMPUS PARENT PORTAL



SCAN THE QR CODE FOR TIPS ON HOW TO USE IC PARENT PORTAL

- It is the responsibility of adult family members to monitor student attendance and progress using the IC Parent Portal.
- If you **need help accessing the IC Parent Portal**, call your school office for a username and password.
- Please note, inaccuracies in attendance cannot be changed after the last day of school.

*We want your child to be successful!
Thank you for your partnership.*