



# WCSD FAMILY GUIDE TO ATTENDANCE

Please see the guidance below regarding attendance beginning in the 2021-2022 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.



## SCHEDULING

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



## RETENTION & CHRONIC ABSENCE

- Students **will not** be retained or fail a course (high school) solely due to attendance.
- **Chronic absence** = missing 10% or more of school
- Students who are **chronically absent** from school have an **increased risk of falling behind and dropping out of school.**
- School principals may consider chronic absence when making decisions regarding retention or course failure.



## ABSENCES

Notify your school each day your child is absent.

- **Exempt absences** = verification documentation is provided by **medical professional, mental health professional or behavioral health professional.**  
*Does not count towards chronic absenteeism.*
- **Pre-arranged:**
  - Must give a 2-day advance notice when gone 1-2 days.
  - Must give one week's notice (5 school days) when gone for 3 or more days.
  - *Does count towards chronic absenteeism unless it's verified by medical, mental health or behavioral health.*



## 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.



## COVID EXCLUSIONS

- Students who have been excluded from school due to Covid will be provided with temporary distance learning opportunities and have regular contact with teachers.
- Each school will handle distance learning with their own plan that fits the specific needs of their school community.
- **Absences for Covid exclusions do not count towards 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.*