



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

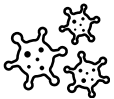
Notify your school each day your child is absent.

- **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.*