

Silver Spring Intermediate School Attendance Matters!

Attendance Resources	Reporting an Absence
Attendance Works Wisconsin Department of Public Instruction - School Attendance Hamilton School District Board Policies 430 , 431	Email (preferred): silverspringattendance@hamilton.k12.wi.us Call (accessible 24/7/365): 262-820-2080 (follow prompts) <i>Always provide a medical/dental note when applicable.</i>
Students and families should monitor attendance regularly by logging into Infinite Campus.	

Type	Explanation
Excused Absence	Students are allotted 10 days of excused absences per school year. Any absences beyond the 10 days will be classified as unexcused absences (truancies) unless the absences qualify to be exempt absences. Once a student accrues 5 days of excused absences, a letter is mailed home as a notification/warning that the student has utilized half of their allotted days. Once a student accrues 10 days of excused absences, a second letter is mailed home notifying the student and family that all future absences will be recorded as unexcused absences (truancies) unless the absences qualify to be exempt absences. • Examples include, but are not limited to: funeral, vacation, medical/dental appointment without a medical/dental note, general illness or injury, and special event (not school-sponsored). • Parent/Guardian reports absence to the attendance office. These absences <u>DO</u> count towards the 10 days of excused absences allotted per school year.
Exempt Absence	• Examples include, but are not limited to: school-sponsored activity, field trip, and medical/dental appointment with a medical/dental note. • For a medical/dental appointment, student or parent submits a medical/dental note to the attendance office. These absences <u>DO NOT</u> count towards the 10 days of excused absences allotted per school year.
Unexcused Absence (Truancy)	Reasons for an unexcused absence (truancy): • Parent/Guardian does not report absence to the attendance office in advance. ◦ The unexcused absence will convert to a truancy in 2 school days if a parent/guardian does not communicate an acceptable reason for the absence. ◦ If a parent/guardian does communicate an acceptable reason for the absence within 2 school days (and the student has not accrued 10 days of excused absences) the absence will convert to an excused absence. • Student is 15+ minutes late to/misses 15+ minutes of any class without an approved excuse. Students who are truant from school for all or part of 5 or more school days in a given semester are considered to be habitual truants. A habitual truancy letter is mailed home which includes details for a follow up meeting with school personnel.
Tardy Excused	Student arrives after the bell, but within the first 15 minutes of the block, and a parent/guardian reports the tardy to the attendance office with an acceptable reason.
Tardy Unexcused	Student arrives after the bell, but within the first 15 minutes of the block, and a parent/guardian does not report the tardy to the attendance office or a parent/guardian does report the tardy with an unacceptable reason.
Other Information	• To be marked present and on time to 1st period, students must be through the doors of their scheduled class by 8:40am • All students entering the building between 8:40am-3:30pm must enter through the main entrance and check in with front office staff before proceeding to class. • Should a student be absent due to illness for more than half of the school day, the student shall not participate in any co-curricular activity or performance, including but not limited to practice, game, competition, etc., on the same day as the illness. Students must finish the day at school.