

Hamilton School District 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): Willow Springs: willowattendance@hamilton.k12.wi.us Call (accessible 24/7/365): Willow Springs: 262-255-6190 <i>Always provide a medical/dental note when applicable.</i>
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 of excused absences 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, family/student 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 30+ minutes late to school (9:20 a.m. or 1:20 p.m.) 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 30 minutes of the school day, and a parent/guardian reports the tardy to the school office with an acceptable reason.
Tardy Unexcused	Student arrives after the bell, but within the first 30 minutes of the day, 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 the school day, students must be through the doors of their building by 9:00 a.m. or 1:00 p.m. • All students entering the building after 9:00 a.m. or 1:00 p.m. must be signed-in at the main office by a parent/guardian or other adult responsible for their morning attendance.