

## STUDENT PERSONNEL

Series 400

Policy Title . . . ATTENDANCE RECORDS

Code No. 432.1

It shall be the duty of each building principal to assure the keeping of adequate attendance records and to make required reports to the central administrative office.

Date of Adoption:  
April 5, 1976  
Reviewed:  
May 12, 2008

Legal Reference: Code of WI  
Section 120.12

ADMINISTRATIVE REGULATIONS TITLE  
ATTENDANCE RECORDS

Code No. R-432.1

The Department of Public Instruction requires that the attendance of every child be officially recorded, including tardies, truancy and dropouts.

1. Each day in a self contained room and every period in an open schedule, each student enrolled shall be accounted for.
2. K-8 students reported missing shall be immediately sought out through telephone calls, inquiries of fellow students, emergency numbers or calls to the parents at work. High school student absences will be reported to parents as soon as possible but no later than an afternoon on the day of the absence.
3. A log of the "efforts to locate" shall be maintained.
4. Every child who withdraws shall do so only through a parent request in writing or if it is a student who has reached the age of majority, he or she may sign the same form.
5. The Board may by official action exclude or expel a student by action prescribed in the statutes.
6. No student under the age of 18 may withdraw except for illness or physiological reasons certified by a physician as acute enough to preclude homebound instruction or to attend another private or public school for the purpose of furthering his or her education following a course of study substantially similar to the public school from which he or she is withdrawing.
7. Semi-annually the building administrator shall send an official count of all students enrolled by grade level and by special education to the superintendent's office as per state statute.
8. There shall be recorded the aggregate days of absence, and presence for each student for the school term and these numbers forwarded at year's end to the business office for further processing on the annual report.