

When Does

Absence Become a Problem?

Great Attendance = 0-4 absences

Good Attendance = 5-9 absences

Truancy Notification = 10+ absences

Chronic Absence = 18+ absences

Missing 18 days = 10% of a school year

One student's regular absences can impact the learning in a classroom.

Attendance Ladder



Who to ASK FOR HELP

When there are circumstances that make it difficult to attend school, please ask for help:

- Your Child's Teacher
- Student Services (School Counselor, Social Worker, Psychologist)
- Your Child's Principal
- The School Nurse

These people have information resources that can assist a family!

Attendance & Truancy Information



B BURLINGTON AREA SCHOOL DISTRICT
Compassionate • Committed • Comprehensive

209 Wainwright Ave.,
Burlington, WI 53105
262-763-2010 basd.k12.wi.us

Tips for Parents

Set Expectations

- Make it clear that education is important to you by showing an interest in your child's schoolwork and activities.
- Know classroom expectations and district policies about making up work when your child is absent.

Make a Plan

- Use the annual district calendar to plan family vacations during school breaks.
- Make sure your child arrives at school on time. Being late only 10 minutes each day could result in 30 hours of lost instruction during a school year.
- Schedule appointments after school hours whenever possible.
- When an absence is unavoidable, let the school know in advance that your child will be out so staff can gather what your child needs to stay caught up.

Unplanned Absences

- Call the school when your child is absent.
- Sometimes serious family or medical issues can impact attendance. It is important to communicate with the school and work together to overcome obstacles to attendance.

In Case of an Absence

Notify the School

Call the school (leave a message when necessary) and provide:

- The **student's name** and grade/classroom teacher
- The **reason for the absence**
- A **phone number** if the school needs to call you back

Send a note indicating

- The reason for the absence
- When the student will be absent

If the school is unaware of why your child is absent, the school will contact the parent or guardian.

Consequences of Educational Neglect

- A student will be considered **truant** if the student is absent one or more days without notification from a parent or guardian.
- A student will be considered a **habitual truant** if the student is absent from school without an acceptable excuse for part or all of five or more within half of the year.
- Families will be notified if their student is truant or habitually truant. If truancy continues after school personnel has attempted to resolve the concern with the parent or guardian, then truancy cases may be referred to the District Attorney.

Excused Absences

Students will be excused from school for the following reasons:

- Physical or Mental Condition
- Obtaining Religious Instruction
- Permission of Parent (examples: necessary appointments, to attend a funeral, legal proceedings that require the student's presence, college visits, job fairs, vacations)
- Religious Holiday
- Suspension or Expulsion
- Program or Curriculum Modification
- High School Equivalency – Secured Facilities
- Child at Risk
- Election Day Official
- Virtual access is interrupted

A student may be excused from school, for the following reasons:

- Quarantine
- Illness of an Immediate Family Member
- Emergency

NOTE: Late Arrival and Early Dismissal without parental permission is considered an Unexcused Absence.