

Sparta Area School District

Article 501 - Student Attendance

State statute requires students enrolled in a public or private school to attend regularly during the full period and hours that school is in session during the school year. Beginning in October, 2009, this requirement was extended to include kindergarten students. It is the responsibility of any person having control of a child to see that the child meets this requirement.

School attendance officers or their designees shall determine daily which students enrolled are absent from school and whether the absence is excused or unexcused. This determination shall be made in accordance with the district's student attendance policy and procedures.

Acceptable/Excused absences (the parents/guardians should be responsible for providing a reason for the absence)

Medical Reasons:

1. medical emergency in family
2. medical appointments
3. personal illness (doctors confirmation may be required)

Religious:

1. family religious observance

School Related:

1. school athletic events
2. school related programs/club events

Family Issues:

1. death in family

Students will be excused for other reasons if parent(s)/guardians present a written request prior to the absence. A student so excused must complete any course work missed during the absence.

A student will not be excused by parent/guardian request for more than ten days during a school year.

Students who have reached their 18th birthday are permitted to originate their own request for excuse for absence only if they (1) are not living with their parent/guardian and can certify they are not financially dependent on their parent/guardian or (2) the parent/guardian returns a signed permission form to the school stating the student is responsible for him or herself. The school will continue parent/guardian communication unless specifically requested in writing to stop. The student is still bound by the same set of acceptable reasons as listed in the school attendance policy.

Students who are withdrawn due to home schooling or enrollment into a regional private school will continue to be marked as absent until the district receives notification from the private

school (through a records request) or from the state (home school application). Upon receipt of appropriate notification, the withdrawal date will be added and the attendance record amended.

Schools must accept their responsibility and accountability, and parent(s)/guardian should accept their responsibility and accountability. Recommendations to improve communication and mutual acceptance of this joint responsibility focus on the elementary level, where initial patterns of behavior are set.

The initial orientation at the elementary level for parent(s)/ guardian and students should include discussion of school policy concerning absences.

The school absence policy should spell out the responsibilities of the parent(s)/guardian, the child and the school. The policy should clearly explain the criteria for excused absences.

A written explanation of the school absence policy should be sent home with each student.

Legal Reference: Wisconsin Statutes 947.16 Contributing to Truancy,
118.15 Compulsory School Attendance, 118.16 School Attendance
Enforcement, 2009 Wisconsin Act 41

Cross Reference: Article 543 – Unexcused Absence and Truancy
Form: Age of Majority

Approved:

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