

The North Lake School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and future employment. If student learning and growth are to take place, parents, students, and school personnel must recognize their responsibilities to assure regular school attendance.

Wisconsin State Statutes (118.15 and 118.16) require school attendance of a child between the ages of six to eighteen unless he/she is excused, has graduated, or is enrolled in any alternative education program. The law further requires that any person having the control of a child ages six to eighteen shall require the child to attend school regularly during the full period and hours that school is in session.

All students are required to attend all classes each day that school is in session unless an excuse is given in writing by the parent or guardian. These excuses shall be determined to be acceptable or unacceptable by school authorities. Examples of acceptable excuses are emergency, illness, death in the family, quarantine, religious services, or court appearances. Doctor's excuses for illness may be required if the number of days absent due to illness become excessive. Family trips shall be pre-approved by the administration with provisions to insure the educational process is not unduly interrupted. The school must be notified of all pre-planned absences prior to the date of the absence to be considered excused.

If a child is absent without an acceptable excuse for part or all of five (5) or more days or parts of days on which school is held during a semester, he/she shall be determined to be habitually truant. The School District shall then take such steps to end the truancy as are necessary according to the law. (See Appendix A and B for legal notification procedures.)

Wisconsin Statutes 118.15
 118.153
 118.16
 118.162
 118.165

Cross Reference: School District Truancy Plan
 Appendix A
 Appendix B

Adopted: 1-22-90
Revised: 2-24-99
Revised: 11-20-02

**Sample Letter
(Early Notification of Attendance Problems - More than 2 unexcused days in a quarter,
or for a larger number of supposed excused absences in a quarter.)**

Date

Dear _____,

According to attendance procedures adopted by the North Lake School Board, a student's parent/guardian must be notified when the student has been absent from school for more than 2 unexcused days or for a larger number of excused absences in a quarter. (Name of student) fits into this category.

Students must attend school full time until the age of 18 unless they are legally excused. Though we may have received a call regarding attendance, we are concerned that a pattern of absence does not develop. If your child has serious health problems of which we should be aware, please contact the office so we may place the information in our files.

Please call to discuss the specifics of this letter in order to assure the best communication regarding your child's success at North Lake School.

Sincerely,

(Signature of Building Principal)

cc: Superintendent

**Sample Letter
(For Student not yet established as a Habitual Truant
but beginning a truancy pattern)**

Date _____

Dear _____,

As the principal at North Lake School, I am writing this letter to formally notify you - as per state law - that a perceived absentee problem exists for your son/daughter,
_____.

Our records suggest that a potential truancy pattern may be evident. Although there have been explanations for (many/most/all) of those days, I am concerned. If in fact a medical difficulty persists that has necessitated this number of absences, then I must request that a medical excuse be provided by a physician. If "other" circumstances exist, I need to be informed of them. Attached is a copy of an attendance report that outlines _____ absences.

The State's Compulsory Attendance Law is as follows:

118.15 Compulsory School Attendance. (1)(a) Except as provided under paragraphs (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

118.16(1) School Attendance Enforcement. (a) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s.118.15 for part or all of 5 or more days on which school is held during a school semester.

Please also understand that under s.118.15(5), a penalty (penalties) may be imposed by the courts on the parent or guardian of a habitual truant if he/she fails to cause the child to attend school regularly as required under s.118.15(1)(a):

118.15(5)(a) Except as provided under paragraph (b) or if a person has been found guilty of a misdemeanor under s.947.16, whoever violates this section may be fined not more than \$500.00 or imprisoned not more than 30 days or both after evidence has been provided by the school attendance officer that the activities under s.118.16(5) have been completed. In a prosecution under this paragraph, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under chapter 48.

STUDENT ATTENDANCE

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Please call to discuss possible remediation ideas for your son/daughter. If we do not hear from you, it may become necessary to turn this information over to the appropriate authorities.

The success of your child in school is directly related to his/her attendance and the working relationship between the home and the school. Please help us to resolve this difficulty and to continue working toward providing your son/daughter with the quality education that North Lake School has to offer.

Thank you for your cooperation in this important matter.

Sincerely,

(Signature of School Principal)

c: Superintendent