



## **Top Questions About Attendance and Truancy School District of Ladysmith**

### **1. How do I excuse my student when they are ill?**

The easiest way is to contact the school at 715.532.5531 (LMHS) or 715.532.5464 (LES) and leave a message that your student is ill on the attendance line, or log into your Skyward Parent Portal, click on the attendance tab and add an absent request. You may also write a note and send it with your student upon their return. If they were at an appointment, please send along their medical note.

### **2. How many days per year can I excuse my child?**

State statutes allow parents/guardians to excuse 10 (ten) absences for the school year under excused absences including pre-arranged absences. Medically excused absences do not count towards the students' 10 excused absences. For a medical or dental absence, a note from the medical provider's office confirming the appointment or medical absence must be submitted to the school.

### **3. What is considered an excused absence?**

State law cites that students are to be in school all day, for every class period. Excused absences include: illness, funerals, and religious holidays. Oversleeping or ride problems are not excused.

### **4. How do I excuse my student for a family trip or other absence that we know of in advance?**

Contact the attendance office by phone or through your Skyward parent portal the dates that your student will be absent. We will provide your student with a pre-arranged form that they will give to their teachers, to collect their homework in advance. Once they bring the form back to the front office filled out by their teachers, they will be marked pre-arranged for their days away. **Pre-arranged absences still count towards your 10 excused days.** Habitually truant students may have pre-arranged absences denied.

**5. What happens if my student is ill for a long period of time or is hospitalized?**

Ladysmith School District makes every effort to assist in maintaining the educational process for an ill student. Please contact our main office at 715.532.5531 (LMHS) or 715.532.5464 (LES) to request homework or other assistance. This type of absence is covered under medical absences with proper documentation from the medical provider. These types of absences do not count toward the 10 excused absences for the year.

**6. What happens if I use up all 10 excused absences?**

After the parent/guardian utilizes all 10 excused absences, any further absences must be medically excused or pre-arranged, or the absence will be considered unexcused.

**7. What happens if my student gets an unexcused absence?**

When a student is marked with an unexcused absence, an automated phone call goes out alerting the parent/guardian of the absence. After the first unexcused absence a warning letter will be mailed out indicating the date(s) in question. Please contact the school to clear up the absences, and if applicable submit medical notes. After 5 unexcused absences a habitual truancy fine may be imposed. Truancy fines mandate a required appearance in the Rusk County Truancy Court. If attendance does not improve, students may receive more than one truancy citation per semester.

**8. What responsibility, as a parent/guardian, do I have in my student's**

**attendance?** Compulsory school attendance (WI statute 118.15) states that “any person having under control a child who is between the ages of 6 and 18 years shall cause the student to attend school regularly during the full period and hours,…” This means that students must attend school unless legally excused and that it is the parent's responsibility to ensure the student is attending. Parents can be held liable for contributing to truancy if adequate effort is not taken to ensure their child is attending.

If you need to report an absence, or if you have a question about attendance or truancy, please contact your child's respective school office at 715.532.5531 (LMHS) or 715.532.5464 (LES) .

Please feel free to contact us with questions or information.

Thank you, School District of Ladysmith