

## **WL Junior/Senior High School Attendance FAQ**

The following attendance procedures are necessary in maintaining student safety and accurate attendance records.

- Parents/guardians must report all attendance matters by **10:00 AM**. This includes students who are:
  - Arriving more than 10 minutes late
  - Leaving during the school day
  - Absent all day
- There are 3 ways to report student attendance:
  - [Parent Absence Reporting Form](#) (recommended)
  - Email [jrsrattendance@wl.k12.in.us](mailto:jrsrattendance@wl.k12.in.us)
  - Voicemail message (765) 746-0414
- The following information should be included in emails and clearly stated in voicemail messages:
  - The student's first and last name (as it appears in Skyward)
  - The student's grade
  - The name of the person emailing/calling and the relationship to the student
  - The reason for the absence
  - The date(s) of the absence(s) OR time the student will be leaving if not the entire day
  - A telephone number for verification
- Exempt absences (medical, dental, or professional appointment)
  - Verification is required to ensure the absence is exempt. Documentation (hard copy of the note or letter) from the appointment must be submitted in a tray located in the main office within 48 hours of the appointment (excluding weekends and holidays). The school will not accept emailed photos of the documentation. All other absences shall be considered non-exempt. Please find a list of exempt absences [here](#).
- Non-exempt absences
  - The two types of student absence that fall into this category are parent approved and unexcused. Parents may use a parent approved absence up to nine times in each credit class per semester without their student violating the policy.
- Students leaving/returning during school hours:
  - Students may not leave school during the school day without prior permission from their parent/guardian. It is the responsibility of the

parent/guardian to [contact the school](#) as early as possible and report the time their student will be leaving.

- If the student is leaving during a class period, it is their responsibility to stop by the main office and pick up a pass. The student will present this pass to their teacher at the beginning of class, which will give them permission to leave and report to the main office at the designated time. Passes will not be issued to students until a parent/guardian has first notified the school.
- If the student is leaving during a passing period (see bell schedule), they will not need to obtain a pass; they will report directly to the main office at their designated time.
- All students leaving during school hours must report to the main office, sign out, and exit through the Main Entrance (Door #1). Likewise, all students returning during school hours must enter through the Main Entrance and sign in before heading to class.
- Parents/guardians who have not contacted the school prior to picking up their student, should plan to come into the building and sign them out in the main office. There may be additional delays in locating the student, especially if they are in PE, band, orchestra, or lunch. It may not be possible to interrupt a class during testing.
- Additional attendance policy and procedures can be found [here](#).