

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0162(CR) Subject: Student Absence

Effective Date: September, 1987 Last Revision: 06-29-2012

Person Responsible: Director Children's Services

Approvals/Date:

Creamer *R Spence* *6/12*
Superintendent, WCBDD Date Department Director Date

PROCEDURE

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| 1. Classroom teacher will keep daily attendance records for all students in his/her classroom. |
| 2. Student absences will be recorded in three (3) places:
a. On a daily attendance list from the bus driver that is turned into the office.
b. On a daily attendance sheet that is turned into the office. (Form #03-WLS-ALL-0037)
c. On a computer attendance sheet that is turned into the office on Friday each week or last scheduled day of the week. |
| 3. Explanations or student absences are to be noted on the computer sheet. |
| 4. Classroom teacher will be responsible for keeping a copy of the computer attendance sheet for his/her files. |
| 5. Parents/guardians will be notified of their responsibility to call the school to report student absences. If a parent/guardian notifies the school bus driver of a specific reason for the student's absence, no further contact is required. |
| 6. If a student is absent without explanation, the school will make telephone contact with the family to ascertain the status of the student. |
| 7. A record of contact with the family will be noted on a Student Absence Contact form (#03-WLS-ALL-0038). |
| 8. The school will keep a master file of student absences. A copy of the form will be placed in the supervisor's mailbox for review. |
| 9. Parents/guardians must sign in/out if returning student or removing student during regular school hours (#03-WLS-ALL-0655). |

Forms: 03-WLS-ALL-0037
03-WLS-ALL-0038
03-WLS-ALL-0655

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