



New Berlin West Middle/High School Attendance Procedures

There are two options to submit attendance requests:

 **SUBMIT AN ONLINE ABSENCE REQUEST THROUGH INFINITE CAMPUS**

 **ATTENDANCE HOTLINE 262-789-6410**

- Submitting an online absence can be done in advance; once processed you will receive a notification that your request has been processed.
- If calling the attendance hotline please call by 9:00a.m. to report all absences including late arrivals or early releases and leave the following information:
 1. Your Name and relationship to the child
 2. Your child's name (please spell their last name)
 3. Reason for the absence
 4. If you are taking your child out for an appointment, be sure to state the time you are picking your child up and if they will be returning to school.
- Parents/Guardians must notify the school of absences within 24 hours or the absence will be unexcused.
- If your child becomes ill at school, they should report to the health room in room 143, so a Parent/Guardian may be contacted. *Cell phone calls and texting are not allowed from the classroom.*
- If your child is leaving the building because they were called out in advance, Parents/Guardians do not need to come into the building.
- If you have any additional questions, please contact Ms. Counsell at 262-789-6455.

**We understand that emergencies may arise and this deadline may not be possible.*



ATTENDANCE LINE 262-789-6410

infinitecampus.com

Attendance Matters

FOR CUM LAUDE, OPEN CAMPUS, ATHLETICS...

EXCUSED VS. EXEMPT ABSENCES –

When a parent calls their child out of school the absence is entered as an excused absence. Ten excused absences count towards the total number allowed by the Wisconsin state statute 118.15(1)(a) and also towards cum laude status, open campus, and athletic participation. Exempt absences do not add to your total count.

The following are exempt absences:



Medically Excused: When a student sees a medical professional and brings a medical excuse or appointment slip from the medical professional/clinic this absence will be considered exempt and is reflected accordingly in the attendance record as ME (Medically Excused) **A**
Parent/Guardian will also need to call the attendance line to report this medical appointment.



Pre-Arranged Absence Request:
We understand that students may have an opportunity for an alternate educational experience that may have educational value. For this experience students may complete a "Pre-Arranged Absence Request Form". The form may be downloaded from our website or picked up in the office. The student must include a brief description of the learning experience they will have during this absence. The student will ask all of their teachers for the assignments to complete during their absence and to initial this form. The Parent/Guardian must sign this form and it must be returned to the office at least 2 school days prior to the absence to be considered by the principal as an exempt absence. Parents/Guardians will also need to phone in or enter in IC their child's absence.



College Visits: Students visiting a prospective college should provide the main office with verification of their visit, i.e. a letter or email confirming the appointment, parking permit, etc., to be considered exempt. **A Parent/Guardian must also call the attendance line in advance of the absence.**



Funeral: In the event a loved one passes away, students who miss school due to funeral services will have their absence exempt. A Parent/Guardian must call the attendance line to report the absence.



School -Sponsored Athletics & Activities: A student needs to be in attendance for a minimum of half the school day to participate in any after school or extra-curricular activity. School Sponsored Athletic Competitions are exempt absences.

School-sponsored Field Trips and Testing are automatically exempt by the school.



Leaving During The School Day

Parents/Guardians may contact attendance in advance for their child to leave early and should notify their child prior so they are aware. *(Please indicate the time the student will be picked up)* **Please submit attendance requests at least an hour in advance to avoid delays in having your child ready for pick up.** Parents/Guardians do not need to come into the building if attendance has been submitted ahead of time of pick-up. Students can meet you out front after checking out with the front desk attendant.



Late Arrival>Returns From Appointments

Students arriving late to school or returning from an appointment **MUST check-in with the front desk attendant** to get a pass to class. **Students that arrive during passing time or lunch must also check-in so the arrival time is recorded.** Parents/Guardians do not need to come into the building if they've called ahead.



Leaving Ill During The School Day

If a child becomes ill at school, they should let the teacher know they are ill and report to the health room (143). We must have contact with Parent/Guardian before a student is given permission to leave.

TO REPORT AN ABSENCE, LATE ARRIVAL, OR EARLY DISMISSAL

PLEASE CALL THE ATTENDANCE LINE OR USE THE INFINITE CAMPUS ONLINE ABSENCE REQUEST SYSTEM

**We understand that emergencies may arise and this deadline may not be possible.*