

**REPORTING A STUDENT THAT IS ILL OR HAS BEEN EXPOSED TO SOMEONE WITH COVID-19**

**PLEASE REFER TO APPENDIX C & D**

**How do I report my student absent?**

-Please call the Attendance Line at 746-0414 or send an email to the Attendance email at [jrsrattendance@wl.k12.in.us](mailto:jrsrattendance@wl.k12.in.us) as early in the day as possible.

-When you call or email please include the following information:

- Student name
- Student grade
- Your name
- Your preferred contact phone number
- Student's symptoms and/or exposure information.

This information will be given to the school nurse and she will contact you to determine when your student can return to school. Please be patient, as she will contact you as soon as possible.

**A STUDENT THAT IS ILL, OR HAS BEEN IN CLOSE CONTACT WITH ANY COVID POSTIVE INDIVIDUALS, MAY NOT RETURN TO SCHOOL UNTIL THE NURSE HAS BEEN IN CONTACT WITH THEIR PARENT/GUARDIAN.**

**AT THIS TIME, STUDENTS WILL NOT BE ALLOWED TO RETURN TO SCHOOL IF THEIR ABSENCE HAS NOT PREVIOUSLY BEEN REPORTED, REGARDLESS OF THE REASON OF THE ABSENCE.**

**Please contact the Main Office or Nurse Amanda Holderly with any questions.**