

ATTENDANCE FAQ

Attendance Line- (765) 746-0414

Attendance email- jrsrattendance@wl.k12.in.us

Please call the Attendance Line or email for all attendance matters. The attendance line is checked frequently throughout the day. Only contact the Main Office if you have questions.

Please be advised, all students MUST sign in and out at the office if arriving or leaving during the school day, even during passing or lunch periods. It is absolutely necessary to ensure the safety of all students in the event of an emergency.

PLEASE REFER TO THE ATTACHED BELL SCHEDULE FOR PASSING PERIOD TIMES. WE ASK THAT YOU PICK UP STUDENTS DURING PASSING PERIODS, TO LESSEN CLASS DISRUPTIONS.

What if my student is running late (missed the bus/overslept)

Please call the attendance line/attendance email. Leave the name of the student, grade, name of the caller, and a return phone number. (If a student is less than 10 minutes late, no contact is needed, as the student will be marked tardy) If the student is more than 10 minutes late, they will be considered absent, and a guardian must contact Attendance within 48 hours to have the absence be Parent-Approved. Not contacting the school will result in an Unexcused Absence.

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.

What if my student needs to leave early for an appointment during school hours?

1. Send a note with your student. They will need to bring the note to the office when they arrive to school in the morning. At that time, they will be issued a pass or advised they will be leaving during a passing period.
2. Call the attendance line or email as early as possible in the morning. We would ideally ask that you pick up your student during passing periods. (see bell schedule below) If you are not able to pick the student up during a passing period, we will issue the student a pass that will allow them to leave class at the appropriate time. It is the responsibility of the student to come to get obtain their pass from the Main Office.

The student should present the pass to their teacher at the beginning of the period of which they need to leave, and report to the office at the designated time on the pass.

Do I need a note from my medical provider?

In order for a student's absence to be changed from Parent Approved to Medically Excused, a note from the medical provider must be turned in to the Main office within 48 hours of the appointment (excluding weekends/holidays). It is preferable to have the provider fax the note directly to the school, at (765) 746-0422. If this is not possible, they may also be dropped off at the office. Please **do not** send photographs of the note, the original note from the provider is required to be considered Excused.

What if I forgot to contact the office and I need to get my student out of school?

If you did not contact the school prior to coming to pick up your student, you will need to come in and sign them out. Please be advised that if your student is in class such as gym, band or any other class that may not be in their regular classroom, there will be additional delays in reaching the student. Please also be aware that if a class is taking a test, we will not interrupt the class. We also cannot page a student during any lunch period.

College Visits

Students are allowed three college visits between their junior/senior years. The student's parent/guardian must contact the school in advance, informing them of the visit. At this point the absence will be Parent Approved. While on the visit, the student must get a confirmation of the visit from the college, these can usually be obtained in the admissions office. This needs to be submitted to the office upon return from the visit. Once the office has this confirmation, the absence will be changed to Excused/Exempt.

Other absences

If a student is absent for any other (non-medical) reasons, a parent/guardian should contact the school via Attendance Line or Attendance Email, and advise the dates and reasons the student will be absent, along with contact information of the person reporting the absence.

Students are only allowed to be picked up by those designated in their Skyward Account. This option is in the Emergency Contact tab, and the person be designated to "allow pick up". Please be sure to keep this information updated. Anyone picking up a student may be required to provide proper photo identification.

