

West Carroll School District #314
ATTENDANCE PROCEDURE

Good attendance is both essential to academic success as well as being an important characteristic of any vocation.

Important Information:

- You need to call your child's attendance center before 8:00 a.m. on the day of your child's absence. You may leave a message at any time even if the office is closed.
- When you call please:
 1. State your name
 2. State your child's name
 3. State the reason for the absence (if ill specify the nature of the illness)
- Vacations are NOT recommended during the school year unless absolutely unavoidable. Students MAY be granted an excused absence for up to five days per school year IF the proper paperwork is completed. All make up work is due on the day the student returns to school.

Unexcused Absences:

Unexcused absences noted by the District and the State of Illinois:

1. skipping school
2. baby-sitting
3. oversleeping/missing the bus
4. car problems
5. errands
6. employment

Excused:

Excused absences noted by the District and the State of Illinois:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family Emergency (as determined by administration)
5. Other situations beyond the control of the student, as approved by the Superintendent, Principal or designee.

Unexcused absences will result in a ZERO for the day of the absence and all work due the following day will need to be turned in on time or will be considered late.

Truancy:

Students who are unexcused from school will be subject to the Carroll County Truancy Protocol.