

SCHOOL ATTENDANCE OFFICER

The Principal or the Principal's agent is designated to deal with matters relating to school attendance and truancy.

The School Attendance Officer shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused.

The School Attendance Officer shall notify the parent or guardian of a child who has been truant, of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call of which a written record is kept.

The District Administrator in cooperation with the Attendance Officer will visit any place of employment in the school district to ascertain whether any minors are employed there contrary to law.

References: Wisconsin State Statute 118.16

Revised by Board Action: June 26, 1995

Reviewed annually March 25, 1996 through March 7, 2012

Revised: March 6, 2019