

Attendance Information

Tardiness

Our doors open at 8:10 a.m. Students ***must be in their classroom*** by 8:15 a.m.

- **If you arrive after 8:15, your student will need to sign in at the Main Office.**

*Note: Exceptions may be made in the instance of a long car line due to inclement weather, etc. **If you do not see an adult monitoring the car line, you must bring your child to the office (or drop them off by the front entrance).***

Reporting an Absence

A parent or guardian should email **wickliffeattendance@uaschools.org** by **8:30 AM** on any day their student will be absent. If you're aware of an upcoming absence, you're welcome to email in advance. Please include your child's teacher in the same message—there's no need to send separate emails.

If your child's teacher marks them absent, and we haven't received an email by 9:15 AM, you'll receive an automated call as a reminder to contact the Attendance Office so we can update their attendance.

- *If you already reported the absence and still receive an automated call, no further action is needed—thank you!*

For more information about excused and unexcused absences, please review our [District Attendance Policy](#).

Absences

Consistent, on-time attendance is crucial for student success at all grade levels. Being present allows students to fully engage in learning and classroom activities.

Excused absences may include:

- Illness
- Death or funeral of a relative

If a student becomes ill during the school day, our nurse will contact a parent/guardian if the student needs to go home.

Medical Appointments

If your child has a **medical, dental, or therapy appointment**, please provide a medical excuse. You may:

- Drop off the note in the office
- Scan/email it to wickliffeattendance@uaschools.org
- Medical offices may fax excuses to **614-487-5161**

Families may call their child off for **health or mental health reasons up to 10 times per school year** without a doctor's note—these will be considered excused.

Once **more than 10 absences** have occurred, future health-related absences will require documentation from a licensed provider to be considered medically excused.

Please also notify the attendance office **if your child will arrive late or leave early** for a medical appointment.

Pre-Planned Absences

Families may request excused absences in advance for:

- Family vacations
- College visits
- Non-school-sponsored educational activities
- Unforeseen emergencies

To request a planned absence:

- Complete the Pre-Planned Absence Form (available on the [Wickliffe Website](#) or pick one up from the office).
- Submit the form at least 10 school days prior to the first day of the planned absence.

Please note: Absences not submitted in advance may be considered unexcused.

District Attendance Policy

The educational program offered by this District is predicated upon the student's presence and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which they have been assigned.

In accordance with the statute, the Superintendent shall require a statement from the parent of the cause of each student of compulsory school age who has been absent from school for any reason.

The Board of Education reserves the right to verify such statements and investigate the cause of each absence or prolonged absence.

NOTE: Please submit your medical notes to wickliffesattendance@uaschools.org.
Medical documentation is needed so that attendance hours do not accumulate towards habitual absence triggers.

Helpful Links:

[Upper Arlington City Schools Board Policy 5200 \(Attendance\)](#)

Upper Arlington City Schools Administrative Guideline (Attendance)
<https://drive.google.com/open?id=163FephKsoT-GbqZFyJE46Ox7ExJURwrk>