

New Student – Attendance Parent Notifications



We are committed to doing everything we can to improve our students' attendance as we realize the negative effect truancy has on academic performance. Communicating clearly with parents is a significant part of our plan for meeting this challenge and this form is part of that effort.

Please read and initial each line.

EXCUSING ABSENCES

_____ I understand that I need to call Olga Brener Intermediate School to get an absence excused. I should call (715)524-2131 ext. 8404 by 10:00 a.m. on the day of the absence.

_____ I understand that if I call by 10:00 a.m., I can request to pick up my child's homework at the end of the day. The school will do everything in its power to have your child's homework in the office at the end of the day.

_____ I understand that school starts at 8:20 a.m., if your student arrives after 8:20am, your student will be marked tardy. After five tardies, an attendance warning letter will be sent home.

_____ I understand that for planned absences such as vacations and doctor appointments, advance notice should be given in order for teachers to prepare. When a planned absence is approaching, please call (715)524-2131 ext. 8404 or stop in the office to pick up the pre-excused planned absence form. In addition, please contact your child's teacher for homework to complete as a result of this planned absence.

_____ I understand if the student arrives after 9:20 a.m., the student will be marked as unexcused absent for morning, and will count towards as unexcused absent.

SCHOOL ATTENDANCE AND THE LAW

_____ I understand that unexcused absences resulting in 5 days, or parts of days, that includes being tardy/late, during a semester will result in a letter being sent home and meeting scheduled with Olga Brener Administrator. A copy of this letter also goes to the Shawano School District Police Liaison Officer.

_____ I understand that unexcused absences resulting in 10 days, or parts of days, that includes being tardy/late, during a semester, will result in a second warning letter being sent home. A copy of this letter also goes to Shawano County Human Services and the Shawano School District Police Liaison Officer.

_____ I understand that unexcused absences resulting in more than 10 days, or parts of days, during a semester will result in a letter being sent home and my child may be reported as a Habitual Truant. A copy of this letter also goes to Shawano County Human Services and the Shawano School District Police Liaison Officer.

_____ I understand that if my child is labeled a Habitual Truant, I may be fined \$100 by the courts. In addition, a formal truancy referral may be made to Shawano County Human Services.

Please print your child's name:

Teacher:

Please sign your name acknowledging that you have received and read this notification:

Please return this form to Olga Brener Intermediate School Office by September 15, 2017.

This form is intended to clear up any confusion regarding the law and attendance procedures. If you wish to discuss this further, please feel free to call Mr. Peterson, Dean of Students, at (715)524-2131 ext. 4102. I will do everything I can to assist you. We want all of our students to do well at school, and will be working on improving daily attendance. Thank-you!