

Webster Transitional School Frequently Asked Questions Regarding Student Attendance

What is the procedure for calling my child in sick?

When your child is too ill/sick to attend school please call the Webster attendance hotline at 262-376-6566. If your child is ill/sick please leave specific information as to the illness: name of parent calling, name of child to be excused, reason for illness. All absences must be reported to the Webster attendance hotline by 8:00 a.m. on the day of the absence.

What do I need to do if my child is going to be late to school?

If your child is late they are considered tardy. Please call the attendance hotline at 262-376-6566 stating your name, your child's name and the reason they are late. Please note excused tardies count as parental excused absences.

What do I need to do if my child is going to miss a day of school?

Please provide the Webster school office the courtesy of knowing about student absences in advance. Excused absences are classified as parental excused the day of and vacation which means the school knows about the absence in writing from parent 24 hours or more in advance.

What do I do if we are planning a family vacation or a trip out of town?

If you know your family is going on vacation well in advance you must bring in a written parent signed note stating the vacation and dates to be excused. Upon receipt of the written parent signed note the office will generate a vacation slip the student can get signed by each teacher indicating school work missed. It is suggested that vacation requests be submitted one week prior to the start of the vacation. To have the absence recorded as a vacation the school must receive a parental signed written permission note at least 24 hours in advance.

How do I pick up my child for an appointment during the school day?

Please send a parent signed note indicating date and time the student needs to be dismissed from school. Have the student present the parent signed note to the office immediately in the morning to obtain an Early Dismissal slip. Parent can pull up to the front of the building where the child can see the parent from the office corridor.

Do I need to bring back documentation from a medical appointment my child had?

Yes, please bring a simple appointment card/note from the medical facility stating the student had an appointment with the date and time noted and turn into the WTS office upon the student return to school. By doing this you ensure your parental excused days are not being used or counted against.

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How do I get homework for my child who has missed a day of school?

The best way to get homework for a child is to check Webster's [homework calendar](#). Office homework requests will only be honored if the child has missed 3 or more consecutive days of school.

How many days can my child miss school in a semester/year?

Per school board policy [5200-Attendance](#) and as outlined in Wisconsin State Statute 118.15 Compulsory School Attendance, a student cannot be excused by a parent or guardian from school for more than 10 days during a semester. If a student exceeds 10 excused absences within a school year, the family of the student will be asked to provide documentation relating to the specific student situation.

Is there a list of excused absence types?

Yes, please reference the [Webster student-parent handbook](#) or Cedarburg School District board policy [5200-Attendance](#).