



Webster Middle School

Attendance Frequently Asked Questions (FAQ)

At Webster, our hope is to work proactively with parents to positively impact student attendance, and subsequently, their achievement. It is necessary that students are in attendance throughout the school day to benefit fully from the Cedarburg School District's educational program.

Who do I contact if my child is going to miss school?

All absences - *regardless of their length of time* - must be reported to the Webster attendance office or they will be marked unexcused. Please call the WMS attendance line (262-376-6566) by 8:00 AM and include: name of parent calling, name of child to be excused, grade and specific illness or reason for absence. Parents can also use the ["Absence Request" feature in Skyward Family Access](#).

- **WEBSTER ATTENDANCE LINE: 262-376-6566 (CALL BY 8:00 AM ON DAY OF ABSENCE)**
- **ABSENCE REQUEST FEATURE in SKYWARD FAMILY ACCESS (ENTER BY 8:00 AM)**
- **WEBSTER FAX LINE: 262-376-6510 (FOR MEDICAL NOTES)**

What are *Parental Excused Absences*?

Parental Excused Absences - such as those for physical/mental health conditions, medical appointments, family emergencies, religious holidays, family activities/trips - are considered parental excused when the parent notifies the attendance office. *Each student has 10 Parental Excused Absences per year. After 10 excused absences, any additional absences are marked unexcused in Skyward and can lead to truancy.*

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

Please call the attendance line, [submit an "Absence Request" in Skyward Family Access](#) or send a signed parent note indicating the date and time the student will be picked up. The student has a responsibility to come to the office in the morning to obtain an *Early Dismissal* slip, as well as sign out from the main office at the time of pick-up. Parents can pull up to the front entrance where the child can see the parent from the office corridor.

Do I need to bring back documentation from my child's medical appointment?

Yes. A medical note (doctor, dentist, ortho, psychologist, therapist, etc.) has an important advantage for the student's attendance record by ensuring that the absence is marked as a *Medically Excused Absence* rather than parentally excused (10/year).

Please bring a simple appointment card/note from the medical facility verifying the student had an appointment with the date and time and turn it into the WMS office upon returning to school. Alternately, the **WMS fax number is 262-376-6510**.

- WEBSTER ATTENDANCE - REPORTING ABSENCES



Call 262-376-6566



Enter "Absence Request"
in Skyward



Send note for office
(early dismissals)

Please call/enter by 8:00 AM.



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

Late arrivals to school (15 minutes after 7:30 a.m.) without a parental excuse are considered *tardy*. After 15 minutes into the 1st period, the students will be marked as absent. Repeat *tardies* have consequences.

Upon arrival, students must sign in using the attendance chromebook in the main office.

To excuse the tardy, call the attendance line at 262-376-6566 or send a parent signed note stating your name, your child's name, grade and the reason they are late.

Please ensure your child is at Webster by approximately 7:15 a.m., providing them with enough time to visit their locker, use the restroom and arrive to class by 7:30 a.m.

What do I do if we are planning a family vacation, extended weekend or my child participates in an outside community program taking place during school?

A written, signed note from the parent stating the reason and dates to be excused is required 24 hours in advance for families wishing to receive a *Pre-Arranged Absence*. For course work, students/parents need to e-mail the teacher, check [Canvas](#) for homework and/or Skyward Gradebook for missing assignments.

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 [Canvas](#) and/or Skyward Gradebook as well as e-mail the teacher. Homework requests coordinated through the office (which is when a parent can pick up physical materials/work) will be honored if the child has missed 3 or more consecutive days of school. Please remember to call the attendance line to report an absence.

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

Per [school board policy 5200-Attendance](#) and as outlined in [Wisconsin State Statue 118.15 Compulsory School Attendance](#), a student cannot be excused by a parent or guardian from school for more than 10 days during a year (i.e., *Parental Excused Absence*). 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, and it can lead to truancy.

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in Skyward



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(early dismissals)

Please call/enter by 8:00 AM.

Is there a list of excused absence types?

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