

As outlined in the SWWC ELC Attendance Procedures, sites are required to take proactive attendance for students each day. To be considered present your child must:

- Participate in a video chat or class lesson with the teacher daily (or)
- Talk by phone with their teacher; parents for very young children daily (or)
- Submit completed coursework daily

SWWC ELCs are also required to provide a process to identify and follow-up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved. The following is the primary checklist of tasks to be completed by staff if/when a student has not been in attendance for two or more days. Teachers will proactively discuss appropriate times to connect with students and families prior to instruction beginning for the 2020-21 school year.

- Case managers will discuss absences with site administrator when the student has missed two or more days of instruction unexcused.
- Case managers will make parent phone calls if/when the student has two unexcused absences to discuss barriers, resources, and alternate options for instruction.
- If/when a student has three unexcused absences a Continual Truancy Letter will be sent to the family by administration. Phone calls will be made with case manager and site administrator to problem solve barriers, resources, and alternate options for the student and family to access instruction.
- If/when a student has five unexcused absences a Notice of Team Meeting will be sent to families by administration. The team meeting must be held within five school days of the fifth absence. The team will meet with the family to problem solve barriers, resources, and alternate options for the student and family to access instruction.
- If/when a student has seven unexcused absences a notification will be made to the appropriate county attorney to issue a citation for habitual truancy.

Excused Absences

Illness verified by parent, guardian, or physician. **Illness must be verified within the day the student is absent.** If the student is absent with an illness more than three days within the 30-day calendar period; a doctor note will be required. If a doctor's note is not provided the student will be considered unexcused.

The following include excused absences; and required protocols

- Health appointments, verified by a note from the visited professional stating date and time of visit
- An extreme family emergency, at the discretion of ELC staff
- Religious/cultural observance – written pre-approval three days prior
- Appearance in court, verified with proper documentation
- Agency/community support meeting; verified with proper documentation
- Post high school visit – written pre-approval three days prior to date of absence
- Other required visits with court appointed personnel, verified by a note from this person

Unexcused Absence

Students who miss school without a valid excuse or proper documentation will receive an unexcused absence.

Please see the SWWC ELC Setting IV Handbook, contact your students case manager, or your site administrator if you have questions regarding the attendance policy.

Tony Miller, ELC – Belview; tony.miller@swwc.org; 507-938-4111

Dawn Holtz, ELC – Cosmos; dawn.holtz@swwc.org; 320-877-7074

Mindy Halverson, ELC – Montevideo; mindy.halverson@swwc.org; 320- 321-1484

Steve Rops, ELC – Pipestone; steve.rops@swwc.org; 507-825-5858

Kate Lieser, ELC – Willmar; Kate.lieser@swwc.org; 320-262-5477

Jason Kratochvil, ELC – Windom; Jason.kratochvil@swwc.org; 507-831-6935