



Student Records and Enrollment Services
(316) 973-4258, FAX 973-4225

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To All Parents/Guardians:

The beginning of school is an important time for you and your child. Our combined efforts reinforce the belief that education is an important key to becoming successful and productive citizens. To give your child the best chance at success, your help in assuring regular school attendance is vital. The purpose of this letter is to inform you of Wichita Public Schools-USD 259 attendance expectations and truancy recovery efforts.

Attendance Expectations:

- **Board of Education Policy 1460** - *“Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas compulsory attendance statutes (KSA 72-1111). The Kansas Compulsory School Attendance Law makes parents responsible for requiring a child under their control or charge who is between seven (7) and under eighteen (18) years of age attend school on a continuous basis.”*
- Parents and pupils are expected to:
 1. **ENROLL** - Take the first step as parents to help your child get off on the right foot by enrolling them at the assigned school in a timely manner.
 2. **ATTEND** - A pupil is required to attend school every day. Not only is this one of the most important keys to getting a great education, but also it's the law!
 3. **PHONE** - For each and/every absence the school attendance office must be notified or your child will be recorded as unexcusably absent.
 - **Please Note:** Students accumulating more than 12 days/96 hours of illness will be considered to have excessive absences and will be required to provide a doctor's note for all future absences OR be recorded as unexcusably absent.
 4. **CHECK** - Keeping informed about your child's progress is an important responsibility for a parent/guardian. Call the school office periodically and check progress reports!

Truancy Recovery Efforts:

- **Board of Education Policy 1461** – *“In compliance with requirements of the Kansas Compulsory School Attendance Law, reports shall be filed with appropriate authorities when a child is not enrolled in a public school or non-public school or when a child is enrolled in school and is inexcusably absent-TRUANT.”*
- When a pupil is truant, parents/guardians and pupils can expect:
 1. Notification of non-attendance is given by the Parent Link automatic telephone system.
 2. Referral to internal support (school counselor, social worker, school resource officers).
 3. Efforts made to reconnect pupil/family to school.
 4. Written notification of non-attendance given to parent/guardian.
 5. Referral to the appropriate state agency.
- When a pupil moves from one school to another, that pupil must be enrolled and attending the next school within three (3) school days, unless moving out-of-district which requires enrollment within five (5) school days to avoid referral to the Department for Children and Families or the Office of the District Attorney.

Please take a moment to read and share this information with your child. Your knowledge of district attendance expectations and truancy recovery efforts will be invaluable in helping your child be successful in school through regular school attendance.

2018-2019 USD 259 Chronic Absence Calculation by Week

Week Start Date	Week End Date	School Days in Week	Cumulative School Days	Days Missed for 10% Absence
8/13/2018	8/17/2018	3	3	0.3
8/20/2018	8/24/2018	5	8	0.8
8/27/2018	8/31/2018	5	13	1.3
9/3/2018	9/7/2018	4	17	1.7
9/10/2018	9/14/2018	5	22	2.2
9/17/2018	9/21/2018	5	27	2.7
9/24/2018	9/28/2018	5	32	3.2
10/1/2018	10/5/2018	5	37	3.7
10/8/2018	10/12/2018	5	42	4.2
10/15/2018	10/19/2018	4	46	4.6
10/22/2018	10/26/2018	4	50	5.0
10/29/2018	11/2/2018	5	55	5.5
11/5/2018	11/9/2018	5	60	6.0
11/12/2018	11/16/2018	4	64	6.4
11/19/2018	11/23/2018	2	66	6.6
11/26/2018	11/30/2018	5	71	7.1
12/3/2018	12/7/2018	5	76	7.6
12/10/2018	12/14/2018	5	81	8.1
12/17/2018	12/21/2018	2	83	8.3
12/24/2018	12/28/2018	0	83	8.3
12/31/2018	1/4/2019	2	85	8.5
1/7/2019	1/11/2019	5	90	9.0
1/14/2019	1/18/2019	5	95	9.5
1/21/2019	1/25/2019	4	99	9.9
1/28/2019	2/1/2019	5	104	10.4
2/4/2019	2/8/2019	5	109	10.9
2/11/2019	2/15/2019	5	114	11.4
2/18/2019	2/22/2019	3	117	11.7
2/25/2019	3/1/2019	5	122	12.2
3/4/2019	3/8/2019	4	126	12.6
3/11/2019	3/15/2019	0	126	12.6
3/18/2019	3/22/2019	5	131	13.1
3/25/2019	3/29/2019	5	136	13.6
4/1/2019	4/5/2019	5	141	14.1
4/8/2019	4/12/2019	5	146	14.6
4/15/2019	4/19/2019	4	150	15.0
4/22/2019	4/26/2019	4	154	15.4
4/29/2019	5/3/2019	5	159	15.9
5/6/2019	5/10/2019	5	164	16.4
5/13/2019	5/17/2019	5	169	16.9
5/20/2019	5/24/2019	4	173	17.3

**Chronic Absenteeism is defined as missing 10% or more school days.*