Procedure for Student Absences

Illinois State Law requires that students school age up to 17 years shall attend school and requires that whoever has custody of the student who is enrolled in the school will assure that the child attends school during the time that school is in session.

When a student is absent from school, his or her parents should call the school at 618-393-2191 ext. 3102 or email Attendance Secretary Hannah Kocher at email address hkocher@rccu1.net on the morning of the absence to let the school know.

For Student safety reasons, the school must hear from the parent to assure that the parent is aware that their student will be absent from school.

Good attendance is necessary if a student is to experience the degree of success which he/she is capable of attaining at Richland County High School. Once a student has reached 10 days absent (excused or unexcused), all other absences will be considered unexcused unless a note from a medical professional is provided. Nothing other than a documented illness will be considered excused once a student has reached 10 absences.

Thank you,
Nurse Cheryl