



WHITLEY COUNTY  
CONSOLIDATED SCHOOLS

# Understanding Absences

## Excused vs. Unexcused — What's the Difference?

State of Indiana Attendance Expectation: 94%

(10 days or less missed per school year)

### EXCUSED ABSENCES

Parent/Guardian Notifies the School prior to or on the day of the absence

Students are given 10 days of excused absences, for whatever reason, with a guardian note or medical excuse.

A note must be given to the school office or entered as a Skyward web-entry within 24 hours to be considered an excused absence.

### IMPORTANT NOTE

Students can have 10 instances of absence during the school year

On day 11, the absence automatically becomes "unexcused" unless a medical note is provided.

Consider these like "managed time off" or "Personal Time Off." After 10, there needs to be a medical note for each absence.

### UNEXCUSED ABSENCES

An unexcused absence is any absence that is not recognized by Indiana state law or Whitley County Consolidated Schools. All absences that are not excused absences are classified as trancies.

Students should have ZERO Unexcused Absences

- If the parent does not contact the school within 24 hours, the absence is deemed a truancy unless otherwise determined by an administrator
- Truancy is defined as a student who is absent from school or class without proper authorization or permission.
- Excessive trancies and unexcused absences will be referred to the Whitley County Prosecutor's Office
- Refer to individual building's handbook for specific information

## REPORTING ABSENCES

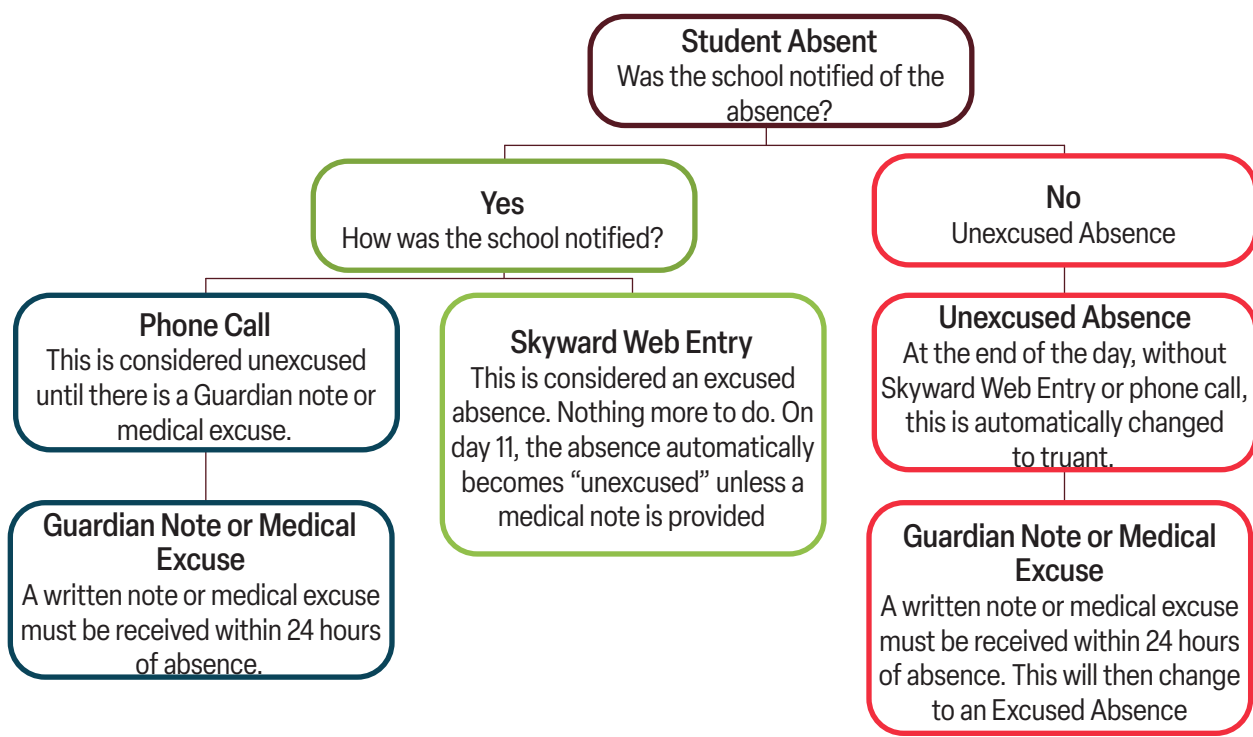
Utilizing the Skyward App is the most effective way to report the student's absence.

Download the Skyward App today. If you need help or have further questions, visit

[wccsonline.com/page/about-skyward](http://wccsonline.com/page/about-skyward)

Telephone the School's Attendance line by 9 a.m. on the day of the absence giving the student's name, grade and reason for absence. **A note will be needed upon student return.**

## Keeping Attendance on Track



**Best Practice?**  
Complete a Skyward Web Entry for every absence



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IC 20-33-2-14 — The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.