

WEST BRANCH – ROSE CITY AREA SCHOOLS
Planned Absence Notification Form for Elementary Students

- Step 1: Student submits this form to each teacher for signature and homework instructions;
Step 2: Student takes form home for parental signature;
Step 3: Student returns the completed form to the office three (3) days before absence is to begin.

Student's Name _____ Grade _____

Date(s) of absence(s) _____

Reason for absence _____

TO TEACHER: Make up work will be provided to the student either before or immediately following the absence. If the above student cannot afford to miss your class, please explain.

Teacher Signature/Date	Teacher Comments/Instructions

TO PARENTS: It is our responsibility to inform you and your child must assume all responsibility to maintain his/her class work. Prolonged absence from school often makes it difficult for the student to continue satisfactory work in the classroom. This absence will count against a student's overall attendance.

Parent's Signature: _____	Date: _____
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Principal's Signature: _____	Date: _____
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See back of this document for Non Compliance Notice

West Branch-Rose City Area Schools Attendance Policy

Progressive Action Steps

Step 1: Attendance letter will be sent to parents/guardians when a student accumulates **5** absences for a semester.

Step 2: When a student accumulates **8 absences** for a Semester, a meeting is requested between an administrator, counselor, the student, and the parent/guardian. The purpose of the meeting will be to develop a plan to reduce/eliminate incidence of absenteeism.

Step 3: At the point when a student accumulated **10 absences** for a semester, a required meeting will take place between an administrator, counselor, the student, and the parent/guardian. The purpose of the meeting will be to develop a plan to reduce/eliminate incidence of absenteeism.

Step 4: If a student receives accumulates **15 absences**, the school will automatically refer the case to the Ogemaw County Prosecutors Office on the grounds of truancy/ incorrigibility.

380.1561 Compulsory attendance at public school.

Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009...the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

380.1587 Failure to send child to school; notice to parent; notice of noncompliance.

If a parent or other person in parental relation fails to send a child under his or her control to the public school or other school listed under section 1561, the attendance officer, upon receiving notice from proper authority of that fact, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school or other school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school. The attendance officer shall notify the intermediate superintendent or superintendent of schools of the service of notice. The intermediate superintendent or superintendent of schools shall notify the attendance officer of the failure on the part of the parent or other person in parental relation to comply with the notice.

380.1599 Noncompliance of parent as misdemeanor; penalty.

A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

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