

**PROCEDURE FOR POLICY NO. 431**  
**ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE**

**(A) 6-9-14**

- A. Under Wisconsin Statutes “truancy” means any “absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil and also means intermittent attendance carried on for the purpose of defeating the intent of [the compulsory attendance law].” (§118.16(1)(c), Stats.)
- B. “Habitual truant” means a “pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.” (§ 118.16(1)(a), Stats.)
  - 1. “Part of a day” is defined by the local school policy.
- C. School attendance is enforced by the building principal or his/her designee.
- D. The Principal or his/her designee will determine daily which pupils enrolled in the school district are absent from school and whether the absences is excused under the statute. (§ 118.16(2)(a), Stats.)
- E. The Principal or his/her designee with respect to the parent or guardian of a child who has been truant will:
  - 1. Notify the parent or guardian of a child who has been truant of the child’s truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or, in the alternative, to provide an excuse which meets the requirement of the statute.
  - 2. The notice shall be given on the second school day after receiving a report of an unexcused absence.
  - 3. The notice may be made by personal contact mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given (§118.6(2)(c), Stats.)
- F. The principal or his/her designee will notify the parent or guardian of a child who is a habitual truant, by registered or certified mail, when the child initially becomes a habitual truant.