



Public Health
Prevent. Promote. Protect.

Waukesha County

Phone: 262-896-8430

Fax: 262-896-3865

Student Illness Absenteeism Form

If absentee rate exceeds 15% of student population, classroom, or grade due to similar symptoms, please complete this form and fax or email to

publichealth@waukeshacounty.gov

Date of report: _____ School: _____

Person reporting: _____ Contact phone number: _____

Are you reporting excessive absenteeism in (please select one): School Population Classroom Grade

Total number of students: _____ Number absent due to similar illness: _____

Percent absent: _____

Is school working with public health currently regarding this absenteeism report? (please select one): Yes No

If yes, who is assigned Public Health contact: _____

Reason for absences by number:

Percentage:

	Flu-Like Illness or Fever	
	Respiratory Illness (NO Fever)	
	GI Illness (Nausea, Vomiting, Diarrhea)	
	Other Illness (Please Specify in Notes)	

Please Note:

- **Please fax this form when absentee rate exceeds 15% of student population, classroom, or grade due to similar symptoms.**
- Place number of students absent next to the primary reason for missing school and percentage will auto calculate
- An *illness absence* is an absence that occurs when a parent or guardian reports that the student is out of school due to illness.
 - A student who misses any part of a school day due to illness is counted as one absence (not a half absence).

Notes: