



## Student Absenteeism Form

If number absent due to illness is greater than 10% of student population, please fax completed form to:  
 Waukesha County Public Health Division at  
 Fax # (262) 896-8387

Date of Report: \_\_\_/\_\_\_/\_\_\_      School: \_\_\_\_\_

Persons Reporting: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Number of Students in School: \_\_\_\_\_ Normal Percent Absent: \_\_\_%

Number Absent Due to Illness: \_\_\_\_\_ Percent Absent: \_\_\_%

**Please Note:**

- **Please fax this form when absentee rate exceeds 10% of student population**

- Place one tick mark per absent student next to the primary reason for missing school or total number for that category

- A student who misses at least one-half of a school day is counted as one absence.

- 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).
  - Students who have a previously scheduled Dr/Dentist appointment are not considered absent due to illness.

**Reasons for Absences: Mark primary reason given**

Flu-Like Illness: Fever and Cough **OR** \_\_\_\_\_  
 Fever and Sore Throat \_\_\_\_\_

Other Respiratory Illness - **NO** Fever \_\_\_\_\_

Fever (100° or greater) \_\_\_\_\_

Nausea & Vomiting \_\_\_\_\_

Diarrhea \_\_\_\_\_

Prolonged Coughing \_\_\_\_\_

Headache \_\_\_\_\_

Rash \_\_\_\_\_

Sore/Strep Throat \_\_\_\_\_

Other (lice, pink eye, impetigo, etc) \_\_\_\_\_

Excused, Not Ill \_\_\_\_\_

Unspecified, Declined \_\_\_\_\_

Questions?

Contact: Waukesha County  
 Public Health  
 514 Riverview Ave.  
 Waukesha, WI 53188  
 Phone: 262-896-8430  
 Fax: 262-896-8387

Notes: \_\_\_\_\_  
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