



3525 N. State Route 48  
Lebanon, OH 45036-1099  
513-932-5677 or 1-877-547-5102  
Fax: 513-933-3950  
Website: [www.mywccc.org](http://www.mywccc.org)

## **WCCC Attendance Guidelines for All Students**

Daily attendance at the Warren County Career Center is imperative for educational success. Students must be in labs regularly in order to build on the new knowledge in their career program AND to stay on track academically in order to graduate from high school. The following information is for parents and/or guardians to help their child be successful at WCCC.

School hours are from 7:45 a.m. until 2:07 p.m. You must report absences to our **Attendance Office at 513.932.5677, ext. 5234** as soon as possible to help us have accurate and secure information for your child.

2 Types of Absences:

**Excused** absences include student illnesses, or unique circumstances such as court appearances, death of a family member, or other special situations that need individual review/prior approval. Parents may write TWO (2) notes per nine-week grading period to count as excused absences for their child (for a total of 8 per year). Any additional absences will require official documentation in order to be excused (i.e. doctor's notes, court papers, etc.).

**Unexcused** absences are for reasons that the school does not recognize as legitimate. Please note that typically, vacations are not excused absences. Students should plan vacations during the summer or during winter or spring break. **Truancy (which is when your child fails to report to school but has no valid reason for missing) is an unexcused absence.** The Warren County Career Center adheres to the following county-wide truancy process:

Once a student has acquired two (2) unexcused absences, a warning letter will automatically be mailed home to parents. No exceptions.

Once a student has acquired five (5) unexcused absences from school, the parents, along with the student are referred to a Truancy Intervention meeting. The meeting is held with the school Truancy Representative, and/or a court representative from the Warren County Court of Common Pleas, Juvenile Division, (if the student is under the age of 18). The meeting focuses on explaining the truancy process as well as addressing compulsory school laws and WCCC attendance expectations. Parental and student responsibilities are discussed along with the legal consequences for both, should the attendance problem continue.

The entire focus of the meeting is an educational one. It is an "awareness program" designed to inform and empower students to resolve the attendance concerns on their own, so that the court need not become involved. The school will notify the parents and student of the date, time, and location of the Truancy Intervention meeting.



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### WCCC Attendance Agreement

**We have read the WCCC Attendance Guidelines and we understand them. We agree to abide by the guidelines as listed. If we have any questions regarding attendance procedures, we agree to contact the attendance office at 513.932.5677, ext. 5234, or a building level administrator.**

**We understand and agree to show proper identification for security purposes every time we come to sign our child out for the remainder of the day.**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
Career Technical Program

*This completed form must be given to your career technical instructor by end of the first week.*