



AP 2-114 – REPORTING ABSENTEEISM

BACKGROUND

The Minister of Education requires school divisions and schools to report school absenteeism.

PROCEDURES

1. Schools will monitor levels of student absenteeism and will report all school absenteeism which reach or exceeds 10% of the total school population immediately to the division office.
2. When school absenteeism rates reach or exceed 10% of the school population the school will:
 - a. Determine a breakdown of the absenteeism causes.
 - b. Email the absenteeism breakdown report to the division office.
 - c. If illness related absenteeism reaches or exceeds 10% of the school population, the school will:
 - i. Immediately call the division office to inform them of the unusual level of absenteeism.
 - ii. The school will immediately notify Public Health of the unusual rate of absenteeism.
 1. The school will comply with the directions of Public Health and will notify the Superintendent immediately with the directions from Public Health.
 - iii. The school will ensure that parents are notified of the unusual level of absenteeism and the recommendations from Public Health by sending a note home with students. A copy of the note will be forwarded electronically to the division office and Superintendent.
3. When notified of the unusual absence the division office will:
 - a. E-mail the Superintendent to inform him/her of the change of status. The Superintendent will update Trustees and the Minister of Education.
4. When the school absenteeism rate returns to levels below 10% absenteeism for the entire school population the school will:
 - a. Immediately call the division office to inform them of the return to usual levels of absenteeism.
5. When notified of the return to usual levels of absence the division office will:
 - a. E-mail the Superintendent to inform him/her of the change of status. The Superintendent will update Trustees.

Reference:

Manitoba Education Citizenship and Youth

Adopted: **October 2009**

Revised: **February 13, 2018**