

FAQ Parent Information Sheet

Who should I contact?

Attendance, Medical and Student Records



ATTENDANCE

Q: My child is sick the morning of a school day. Who should I contact?

A: If your child falls ill, and is unable to attend school that day, you should contact the Office at the HPCS Madison Office either by phone or email. Our office opens at 7:30 AM, but you can always call prior and leave a voicemail message. When calling/emailing, please include: *Your name, the date of absence, the child's name, which campus they attend, and the absence reason.*

Q: Due to an extended illness, unforeseen circumstances, family vacation, etc. I know my child will be missing a long period of school. What do I do?

A: If for *any reason* your child will be missing multiple, consecutive days of school, and you know this in advance, you are required to fill out the Advance Request for Excused Absence Form. One form can be used for multiple children. Once the form is completed, it should be returned to the HPCS Madison Office, not your student's teacher. The form can be found in three places: On FACTS/SIS's Parent's Web, your student's classroom, or the HPCS Madison Office. Please note: The absence(s) must be approved at least one week prior to the absence(s) start date.

Q: My child has a scheduled appointment that requires them to either come to school late, or leave school early. Who do I contact?

A: If your child will either be coming in late or leaving early, you should contact the Office at the HPCS Madison Office either by phone or email. When calling/emailing, please include: *Your name, the date of absence, the time(s) they will be arriving, leaving and/or returning, the child's name, which campus they attend, and the absence reason.*

Q: What if my child will be returning to school from a scheduled event?

A: As stated above, if your child will be returning to school please include the returning time of your child during your initial communication. If this returning time changes, or your child will no longer be returning to school, please contact the Office at the HPCS Madison Office as soon as possible.

Q: How much time in advance do I need to notify the HPCS Office?

A: Please share your child's absence information no later than 8:00 AM on the day of the absence, *unless it is an advance absence (see 2nd question).*

Q: We are running behind in the morning and my child will be late to school. Is there anything I need to do?

A: If at any time, for any reason, your child will be late to school. Please contact the Office at the HPCS Madison office as soon as possible.

Information continued on the back of the page.

ATTENDANCE TAKE-AWAYS: For *ANY* attendance reason, **please contact the Office at the HPCS Madison Office.** All attendance information will be shared with your child's teacher and teacher's aide. You are always more than welcome and encouraged to also let your child's teacher or teacher's aide know of any absences from school.

MEDICAL

Q: My child has been diagnosed with a new medical condition or allergy. Do I need to let the school know?

A: YES.* If at any time your child's medical conditions change, please let the school know by contacting the Grace Olsen at the HPCS Madison Office. By letting us know of any medical conditions or allergies our staff will be able to help keep your child safe and healthy!

Q: My child has been prescribed a medicine by a health professional, and they are required to take it during the school day. Should I let anyone know?

A: YES.* Whenever your child is prescribed a medicine (Rx) that needs to be taken during the school day, you must let the school know by contacting Grace Olsen at the HPCS Office.

Q: My child has asthma, diabetes or needs an Epi-Pen. Are they allowed to carry and administer medical items themselves while at school?

A: If for the reasons listed above, you would like your child to self-carry certain medications that pertain to asthma, diabetes or severe allergic reactions, you can fill out the self administer section on the Medical Permissions form.* *Please note that this requires a health professional's signature.*

Q: My child needs to take an over the counter medication. Can I send this with my child to school to use whenever they need?**

A: If for *any reason* and *at any time* your child needs an over the counter (OTC) medicine you should contact Grace Olsen at the HPCS Madison office, and fill out the appropriate paperwork.* Your child cannot self administer any OTC medications themselves or to siblings.

***MEDICAL TAKE-AWAYS:** For *ALL* medical related conditions and updates **please contact Grace Olsen at the HPCS Madison Office.** Contacting our office about medical information may trigger our medical procedure, which may include: filling out appropriate paperwork, bringing *any and all* medical items or medications (both Rx and OTC) to the Madison Office, and updating an action plan. All medications will come through the Madison Office before being present at the Mount Horeb Campus. *All medicine and all medical supplies* must be kept in a secured cabinet, and administered by school staff. *If you bring your child's medication to your child's teacher or teacher's aide at Mount Horeb, you will be asked to bring it to the Madison Campus.*

**Some examples of OTC medications are (but not limited to): Tylenol, Ibuprofen, Advil, cough syrup, cough drops, creams and ointments, essential oils, medicated lotions, allergy medicines, nasal sprays, Pepto-Bismol, Lactaid, digestive medications.

STUDENT RECORDS

All student records will be securely stored at the Madison Campus Office. As per the Parent Handbook, *all requests for accessing your students records must be made in writing.* You can send your written request to the Office at the HPCS Madison Office. Please note that written requests must be made for viewing both certain individual items in the student record (this includes report cards), or the entire record. If you have any paperwork to add to your student's file, please send it to the Office either via email, mail, fax, or dropping it off at the Madison Office.