



Kenosha County Division of Health Online Absenteeism Reporting for Schools

In order to have appropriate data for decision making and surveillance we will need schools to submit a daily absenteeism form for both students and staff. This report needs to be submitted online **by the end of each day** (for each school building). If absenteeism is greater than 25%, immediately call the Kenosha County Division of Health: (262) 605-6765.

Please contact the Kenosha County Division of Health at (262) 605-6765 to register for the online system.

This form will ask you for the following information regarding student and staff absenteeism:

Student Absence:

- Influenza-Like Illness
- Other
- Unknown

Staff Absence:

- Influenza-Like Illness
- Other
- Unknown

The daily school absenteeism form is available on-line:

<http://www.co.kenosha.wi.us/dhs/Divisions/Health/NavPages/H1N1Schools-Daycares.php>.

1. You will be prompted for a User Name and Password

User Name:

Password:

2. Complete the absenteeism report

- Use the drop down menu to select the date
- Use the drop down menu to indicate the school
- Complete the remainder of the form (yellow fields only)
- Click 'Submit'

It will be necessary to know if the reason for absence is due to influenza-like illness or other reasons:

- Students and staff who are sent home during the day should be included in the absentee numbers for the next day.
- A student who is absent for more than half of the school day due to illness, should be counted as one absence (not a half).
- Students who are absent due to previously scheduled Doctor/Dentist and therapy appointments are not considered absent due to illness.

Change your school's call-in procedures to include the following:

1. For **recorded messages**, include the following statement:

"Due to our ongoing efforts to assure the health of all students, if you are calling your child in absent today, please indicate whether it is because:

- a. your child has an **Influenza-like illness (ILI)** defined as fever (100°F or greater) and a cough and/or sore throat; or
- b. your child has other reasons for being absent today."

2. For **school personnel taking the incoming calls** ask:

- a. does your child has an **Influenza-like illness (ILI)** defined as fever (100°F or greater) and a cough and/or sore throat; or
- b. if the child has other reasons for being absent today.

Thank you for your participation and cooperation. Please contact Stacey Wians, Epidemiologist, (262) 605-6765 or swians@co.kenosha.wi.us with any questions.

Kenosha County Division of Health
8600 Sheridan Road, Suite 600
Kenosha, WI 53143
(262) 605-6700