

STUDENTS

Attendance, Absences, and Leaving School Early

To achieve maximum learning, an ideal goal would be perfect attendance for each student every school day. However, if your child is ill and cannot attend school on a given day, **please call the school by 9:00 a.m.**

When a student must be released during the school day because of illness or a doctor/dental appointment, for example, a parent/guardian must send a note to the office to sign his/her child out of school.

If a restraining order prohibits one of the child's parents from seeing or removing the child from school, we must have a copy on file.

State law requires a written excuse or telephone call from a parent/guardian upon the student's return to school. Student learning increases when school attendance is regular and punctual. *We ask that parents make every effort to schedule appointments and family vacations when school is not in session. We desire maximum learning opportunities for your children.*

When it is known in advance that your child will be absent from school for several days, a note should be sent to school as early as possible to allow the child to obtain assignments, and make-up work, to be completed by the time the child returns to school. Prearranged absence notices should be given at least one (1) week in advance. The student is responsible for any make-up work assigned by the teacher.

When your student is absent, and we have not received proper notification, we will contact you. If two (2) unexcused absences per month or three (3) per semester occur, the school becomes concerned and will conference with the parent or guardian. A student may be suspended or expelled for habitual truancy or unexcused absences.

Thank you for your due diligence in this matter.

Parent & Principal Prearranged Excused Absence Process

Absences from school which are not for school-sponsored, medical or religious purposes must be approved in advance by both the parent and the principal or designee to be considered an excused absence. An absence may not be approved if it causes a serious adverse effect on the educational process. **This agreement should be reached at least three days prior to the planned absence.**

Step 1 - Complete the following information

Name _____ Student ID # _____

Absence Date(s) _____ Per _____ through _____ Per _____
Mo./Day/Yr. Mo./Day/Yr.

Step 2 - Briefly describe the purpose for the absence:

Step 3 - Parent signature: _____

Step 4 – Complete the following schedule information and have each of your teachers initial their approval or disapproval, with comment.

Per.	Class	Teacher Initial	Approx. Grade	Approve Disapprove	Previous Absences	Comments
0						
1						
2						
3						
4						
5						
6						

Step 5 – Return this form to a building administrator for a conference.

Conference date: _____ Administrator: _____

This absence is: _____ Excused _____ Unexcused

Comments: _____
