



7:70-AP1-E1

Administrative Procedure, Exhibit – Pre-Arranged Absence Form

PRE-ARRANGED ABSENCE FORM

Please submit one form for each student

Student's Name	I.D. Number	Grade	Date Form Completed
Dates of Absence	Reason for Absence – see section B below		Teacher – Last Name

A. According to Illinois School Code and District 300 Board Policy [7:70], valid causes for an “excused” absence include the following:

1. Student illness
2. Family emergency
3. Death in the immediate family
4. Attendance at religious instruction or observance of a religious holiday
5. Documented attendance in Court
6. Documented medical and dental appointments
7. Authorized college visits, maximum 6 across junior and senior years (e.g., 4 junior yr., 2 senior yr.)
8. Circumstances which cause reasonable concern to the parent for the safety or health of the student
9. Administrative placement out-of-school or administrative authorization

B. Prearranged, Extended Absences and Special Circumstances

1. A prearranged absence is when parents/guardians are aware in advance that the student will be absent from school. An extended absence is one lasting four or more consecutive days. Whenever possible, parents/guardians must communicate with school office staff in advance of a prearranged and/or extended absence.
 - Students with prearranged and/or extended absences may be required to complete/provide additional documentation in order for the absence to be excused (e.g., prearranged absence form).
 - Any type of prearranged and/or extended absence without valid cause can be considered an unexcused absence and may result in a truancy violation.
2. If special circumstances prevent parents/guardians from being able to avoid a prearranged or extended absence without valid cause, the building administrator will determine if the absence is considered excused or unexcused. If a student is absent for eleven or more consecutive school attendance days with no parent/guardian communication, the student will be dis-enrolled. The student may re-enroll upon his/her return to school. All other absences due to reasons not listed above are unexcused; exceptions must be approved by building administration.

C. Making up Academic Work

The following guidelines apply for students who miss school for any reason:

- In order to earn credit for classwork, quizzes, tests, and/or projects, all work must be completed within the time frame provided by instructional staff.
- Students will be given up to two days to complete makeup work for each day the student is absent.
- For excused absences, students will earn full credit for makeup work completed within the allotted time frame.
- For unexcused absences, students will earn half credit for makeup work completed within the allotted time frame.
- Instructors will not be expected to create additional activities or provide extra credit to compensate for the time the student is away from school.

D. To Parent/Guardian:

- This form must be signed by (1) building principal (2) the parent/guardian.
- Discuss with each teacher all work to be made up. You and your student are responsible for communicating with teachers regarding the specific due dates for each assignment and how to make up any missed assessments.
- Return this completed form to main office staff prior to your student's absence.

E. To Teacher:

- After the school administrator signs this form, provide assignments that the student may be able to complete on his or her own; these pre-arranged assignments will be due when the student returns to school.
- Upon the student's return to school, provide any additional assignments or assessments that were missed.

ADMINISTRATIVE PROCEDURES MANUAL

Students



The parent/guardian's signature below indicates that they have read and understand all information included in this Attendance Policy:

Parent/Guardian Signature _____ Date Signed _____

Parent/Guardian Email Address _____ Phone Number _____

FOR OFFICE USE ONLY

School Administrator Signature and Date

Date of Administrator Communication with Parent/Guardian

_____ Excused Absence

_____ Unexcused Absence

DATED: September 2016