



Student Absence Request

Student(s) Name(s): _____

Grade(s): _____ Phone Number: _____

Address: _____

Reason for absence: _____

Date(s) of absence: _____

Excused: A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-8 only), or other reason as approved by the Superintendent or designee. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

Students who are absent from school due to the observance of a religious holiday or an excused absence will be provided the opportunity to make up any school work missed during their absence.

Unexcused: All other absences are considered unexcused.

Vacations: Every school day is important, and the District strongly discourages scheduling family vacations on school days as these are considered unexcused absences.

Note: Students gone for more than 10 consecutive days of school will be dropped from enrollment. Parents will need to re-enroll upon their return. Teachers are not expected to provide homework or assignments in advance for students who will be absent for an extended period for a family vacation and other activities.

Truancy: The Illinois School Code defines a chronic or habitual truant as a child who is absent without valid cause (i.e., unexcused absence) for 5% or more of the 177 regular attendance days. All children are required by law to attend school every day. Repeated absence from school without a valid reason is considered truancy. The principal will contact the student's parent(s)/guardian(s) as a first step in addressing attendance problems. School resources such as our school nurses, social workers, etc. are available in attempting to find a solution. If the problem is not resolved at the local school, it will be referred to the Truancy Officer at Suburban Cook County Regional Office of Education.

If your child will be absent from school, please fill out this form, and return it to the principal's office five (5) school attendance days before the planned absence.

Parent/Guardian Name

Signature

Date

Dr. Scott Clay, Superintendent

Empowering all students to succeed in a changing world

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