



EAST MAINE SCHOOL DISTRICT 63

Student Absence Request

Student(s) Name: _____ Grade(s): _____

Address: _____ Phone Number: _____

Parent/Guardian: _____

Reason for absence: _____ Date(s) of absence: _____

Excused: A valid cause for absence includes illness, observance of a religious holiday or event, death in the immediate family, family emergency, 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 (applies to grades 6 – 12 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absence and ensuring that such assignments are completed by the student prior to his or her return to school.

For a student to be released from school as an excused absence to observe a religious holiday or for religious instruction, parents should give written notice to the Building Principal at least five calendar days before the student's anticipated absence. Teachers will provide the student with an equivalent opportunity to make up any examination, study, or work requirement. Please see Board Policy 7:80 *Release Time for Religious Instruction/Observance* for additional information.

Unexcused: All other absences are considered unexcused.

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. District 63, therefore, monitors student attendance on a regular basis and conducts an absenteeism and truancy program to ensure the attendance of students at school. To address high rates of unexcused absenteeism, a sequence of escalating interventions is followed leading to a Truancy Referral Form submitted to the North Cook Intermediate Service Center.

Vacations: Every school day is important, and the District strongly discourages scheduling family vacations on school days as these are considered unexcused absences. If your child will be absent from school for an extended period of time for a family trip, please inform the school office and your child's teacher. Work will be given when your children RETURN to school and must be completed at home under a parent's supervision. Teachers are not expected to provide homework or assignments in advance for students who will be absent for an extended period of time for family vacation and other activities.

This form, complete with signature, must be returned to the principal's office five (5) school attendance days prior to the planned absence.

Parent/Guardian Signature

Date

Dr. Scott Clay, Superintendent

Empowering all students to succeed in a changing world

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