

EXTENDED ABSENCE REQUEST FORM

Student's Name _____ Grade _____

Vacation Dates _____

Parent/Guardian Signature _____

Name of Student's Teacher _____

Reason for Absence _____

Principal's Signature _____

DETACH POLICY FOR YOUR INFORMATION

R 5200.3 K-8 Absences from School

- A. Regular attendance in class, participation in school activities and interaction between students and teachers are essential for the learning process. Frequent absences or tardiness from classroom learning experiences disrupt the continuity of the instructional and learning process.
- B. All absences must be called to Tel-Safe on the day of the absence, and absences must be explained in writing by a parent/guardian on the day that the student returns. Students shall be allowed to make up work and take tests missed because of excused absence(s). The following absences are excusable:
 - a. Personal illness or injury;
 - b. Death of a member of the family;
 - c. State approved religious holiday;
 - d. School sponsored activities;
 - e. Court intervention.

Extended unexcused absences such as travel/vacation/personal plans are strongly discouraged due to the negative impact that such absences have on a child's education. For unexcused absences, the student will be responsible for obtaining and completing make-up work upon return to school. School materials and assignments will not be provided for vacations longer than a week.

- C. The parents or guardians of any student who is absent for more than 20 days for any reason within any school year shall be required to attend an administrative conference before the student can be considered for promotion. The following may assist the principal in this administrative review: assistant principal, teachers, parents, guardians, Pupil Assistance Committee, guidance counselor, and child study team members.
- D. Parents/guardians of students who fail to provide notification of student absences will be contacted by the school and a conference with the student's counselor/administrator may be requested.
- E. Student absence(s) due to communicable disease must be readmitted to school through the health office/school nurse.
- F. The attendance officer will assist in cases where truancy is suspected, and/or when home contact cannot be established by the school.
- G. Tardiness will be considered when assessing the student's attendance record.

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K-8 Attendance Procedure

A. When a student has been absent from school for:

1. **3 days** (consecutive days, due to illness) – The school nurse will contact the home. If an extended (beyond 10 school days) illness is determined, the school nurse or guidance counselor will make the necessary arrangements for homebound instruction.
2. **10 Consecutive days** The parents/guardians will be notified of their child's excessive absence. The letter will include a copy of the school district's Attendance Policy & Procedures. Parents may contact the school if further discussion is necessary.
3. **15 Consecutive days** – a letter will be sent to the parents/guardians, notifying them that a conference with the school principal or assistant principal is required in order to discuss the student's unresolved attendance problems. The letter will include a copy of the school district's Attendance Policy & Procedures. A copy of the letter will be sent to the Superintendent. The truant officer may investigate the student's excessive absence as necessary and report to the principal accordingly.
4. **20 Consecutive days** – a letter will be sent to the parents/guardians, notifying them that an administrative review conference is to be scheduled for their participation. The purpose of the conference is to review the student absences, discuss the effects upon the student, and to determine any need for remedial or special instructional assistance. The administrative review may include but not be limited to the following:
 - a. Consultation with the Child Study Team
 - b. Retention
 - c. Legal proceeding pursuant to 18A:38-31 (truancy and juvenile delinquency).
 - d. School disciplinary action(s)

B. When a student has been tardy for:

1. **10 days** – An attendance secretary will call the home.
2. **15 days** – The Principal or Assistant Principal will advise the parents/guardians in writing of the child's excessive tardiness. The letter will include a copy of the district's attendance/tardy policies and procedures. The student may be subject to school disciplinary measures. Parents may contact the school if further discussion is necessary.
3. **20 days** – A second letter will be sent to the parents/guardians (copy to the Superintendent of Schools) notifying them that an administrative review conference is to be scheduled for their participation. The purpose of this conference is to review the student's tardiness, discuss the effects upon the student, and determine any need for remedial or special instructional assistance. The **administrative review** may include but not be limited to the following:
 - a. Consultation with the Child Study Team
 - b. Retention
 - c. Legal proceeding pursuant to 18A:38-31 (truancy and juvenile delinquency)
 - d. School disciplinary action(s)