

CAMBRIDGE LAKES CHARTER SCHOOL: PREARRANGED ABSENCE FORM



PLEASE SUBMIT ONE FORM FOR EACH STUDENT

_____ Student's Name	_____ Grade Level	_____ Date Form Completed
_____ Dates of Absence	_____ Reason for Absence – see section B below	_____ Homeroom Teacher Last Name

A. According to the Illinois School Code, 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 religious holiday
5. Documented attendance in court
6. Documented medical and dental appointments
7. Authorized college visits, maximum of 6 across junior and senior years (e.g. 4 junior year, 2 senior year)
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 three or more consecutive days. Whenever possible parents/guardians must communicate with the school staff in advance of a prearranged &/or extended absence.

- Students with prearranged or extended absence will be required to complete the prearranged absence form.
- Additional documentation may be required for the absences to be considered excused.
- Any type of prearranged and/or extended absence without valid cause (see above) will be considered unexcused and may result in a truancy violation.

2. Students who are absent **twenty-one or more consecutive school attendance days will be dis-enrolled**. The student may re-enroll upon return to school, **if space allows**, by completing a new on-line registration application and submit required residency documents. Students may lose their seat if there is a wait list upon return.

C. Making up Academic Work

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

- In order to earn credit for class work, quizzes, tests, and/or projects, all work must be completed within the timeframe provided by instructional staff.
- Students will be given up to two days to complete makeup work for each day that the student is absent.
- 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 the building principal and the parent/guardian.
- Discuss with the teacher(s) all work to be made up. You and your student are responsible for communicating with the teachers regarding due dates for specific assignments and how to make up missed assignments.
- Return this completed form to your building EA prior to your student's absence.

E. To Teacher:

- After the principal signs this form, provide assignments that the student may be able to complete on his/her own; these prearranged assignments will be due **on the student's first day back at school**.
- Upon the student's return to school, provide any additional assignments or assessments that were missed.

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 _____

The teacher and principal signatures below indicate they are aware of the upcoming extended absence.

Homeroom Teacher Signature _____ Date Signed _____

Principal Signature _____ Date Signed _____

For Office Use Only

This absence will be considered (check one) _____excused _____unexcused.

The duration of this absence will cause the student to be dis-enrolled (check one).

_____Yes. Forward student name to Registrar to dis-enroll.

_____No. Forward information to EA to record absence in Infinite Campus.

This form will be forwarded to the Business Office to become part of the student's records.