

Middle School Absence Request/Request for Make-Up Work

Attendance

In accordance with The School Code of Illinois, District 202 students are expected to attend school every scheduled school day. School attendance is not optional. Daily attendance, timeliness to class and participation will increase the student's probability for successful performance and foster the development of self-discipline and responsibility. Conversely, absences, repeated tardiness and other truancies will have a negative effect on the student's classroom experience and grade. Time missed from school can never truly be made up; the teacher instruction and interaction in the classroom cannot be replaced by doing make-up work. Ultimately, this may impact a student's grade.

Make-up Work for Absent Students

A student has one day for each day absent in which to make up missed work. Parents may request homework after the student has been absent two or more days by calling the school office and leaving a message on the attendance line before 9:00 a.m. This will allow time to collect the work from all teachers involved. The message should contain:

- The name and grade level of the student
- The reason and length of the absence
- The person who will pick up the work

Make-up work must be picked up in the office after 2:45 p.m.

Pre-Arranged Extended Absences

We stress the idea that all of our students need to be at school each day and cannot afford to miss school for extended periods of time. We also realize that some important family emergencies and events may occasionally occur during the school year. While we strongly encourage parents to plan extended absences to coincide with school holidays and breaks, there are provisions for students to receive credit for homework/make-up work when extended absences are unavoidable and infrequent. **Not all extended absences will be excused.**

When an extended absence from school is planned in advance and unavoidable, a note should be sent to the office at least one week prior to the student's absence. This will allow your child's teacher time to complete this assignment form. The form will outline the general work that may be missed. Please recognize that there may be additional required work upon the student's return as plans may adjust according to class progress. Some work may not be able to be sent. Each teacher will use his/her discretion to determine whether there is homework/make-up work for his or her class, and if it will be:

- Assigned before the student leaves, to be completed during the absence and turned in the first day back to school; or
- Completed after the student returns to school.

It is the parent's responsibility to ensure the work is completed while students are absent. Parents are strongly advised to confer with their child's teacher prior to an extended absence to discuss the effect on their child's learning.

To Be Completed by Parent or Guardian:

Student name: _____ Grade: _____
Reason for Absence: _____ Date(s): _____
Parent Signature: _____ Date: _____

To Be Completed by School Personnel:

Teacher	Subject	Assignment/Comment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School Administrator Signature: _____ Date: _____

Absence(s) are Excused: _____ Absence(s) are Unexcused: _____