

## ***WHAT IF MY CHILD IS ABSENT?***

- If your child is absent, you must call the York Attendance Office at 630-617-2444 between 7:00 A.M. and 9:00 A.M. on the day of the absence. Only a parent or legal guardian can excuse a student from school.
- A phone call must be made to the Attendance Office each day that the student is absent from school.
- When calling in an absence, please be prepared to give the following information:
  - Student's full name
  - Student's ID number
  - Student's year in school
  - Date of absence (month/date)
  - Reason for absence
  - Period(s) student will miss (full day, periods 1-3, etc.)
  - Your relationship to the student (mother/father)
  - Phone number where you (parent/guardian) can be reached after 9:00 A.M.

## ***WHAT IF MY CHILD IS ABSENT FOR AN EXTENDED PERIOD OF TIME?***

- York High School limits the number of excused absences to 8 days each semester.
- This requirement will be waived for any student with a documented absence such as hospitalization, serious illness, a death in the family, etc.
- If your child is absent from school for an extended period of time due to illness, please provide your child's dean with a doctor's note.
- If your child is absent from school for an extended period of time, for reasons other than illness, please notify your child's dean as to the cause for the extended absence.