

Procedure for Chronic Illness

Chronic Note:

Definition: A Chronic Note is a note that has been submitted to the District by a student's doctor in which a chronic illness is identified.

Purpose: The purpose of a Chronic Note is to allow for an exception to the District Attendance Policy (Policy #5200) to be created. An approved Chronic Note allows for absences that are the result of a chronic illness to be excused.

Approved Chronic Note: An approved Chronic Note is one that has been submitted to the District, reviewed and approved by the District's Chief Medical Officer. Once this approval is attained an exception to the attendance policy can be created.

*While there is a clear necessity and purpose that warrants attaining an Approved Chronic Note, the student **MUST** continue to be educated regardless of the absences based on the recognized medical condition. Therefore, the school in coordination with the parent/legal guardian will develop a written educational plan that provides for instruction and the maintaining of academic standing for the student while absent from school based on the Approved Chronic Note. The written educational plan should follow the guidelines established for Home Instruction regarding students who are absent from school for an extended amount of time. In addition, both the school and parent must have a signed copy of the educational plan.*

Requirements: There are several requirements in order for this exception to be approved and absences excused accordingly:

1. A Physician's note must be presented to the Principal/Assistant Principal for approval. The Physician note **MUST** contain the following:
 - a. An indication that a "chronic medical condition" exists.
 - b. The identification of the chronic condition.
 - c. An indication that the chronic condition will cause the student to be absent and/or tardy more than normal during the school year.
 - d. "Parents/Guardians upon submission of a chronic note are thus allowing School Officials to consult with the physician writing the note regarding the chronic condition and absences occurring resulting from such."

PLEASE NOTE: School officials may periodically verify chronic status with the physician during the school year as well as present the excused absences to the District's Chief Medical Officer for review.

ABSENCE FROM SCHOOL – Once the physician's note is accepted and approved, absences will be excused only if a parent calls the Attendance Office/or in Elementary and Middle Schools the Main office before _____AM on the day of the absence **AND** specifies that the absence is due to the chronic condition.

TARDINESS TO SCHOOL - If a student is tardy to school, the tardy will be excused only if the parent calls the Attendance Office/or Main office (Elementary and Middle schools) by _____AM on the same day and indicates that the reason is the chronic condition.

EARLY DISMISSAL – If a student signs out for early dismissal (including through the nurse office), the absence will be excused only if a parent or nurse indicates that it is due to the chronic illness.

- Absence/Tardy, Early Dismissal will **NOT** be excused if notification is received the day after. A call must be received the day of the absence in order to be excused.
- Exceptions for chronic illness become effective **AFTER** the date the Physician's note is received at the school and approved by the Administration and District's Chief Medical Officer.
- Chronic illness notes are not retroactive.
- The physician note must be renewed at the start of each school year.
- Students who have chronic illness notes on file and are absent, tardy to school or dismiss early **MAY NOT** participate, attend, or be involved in any co-curricular program or afterschool/evening activities without prior approval from the Principal or Assistant Principal.
- **ONLY A PARENT/LEGAL GUARDIAN HAS THE AUTHORITY TO CONTACT THE SCHOOL WHEN UTILIZING THE CHRONIC NOTE FOR AN ABSENCE/EARLY OUT/TARDY.**

School Name/Address/Letterhead

Date:

Parent/Guardian of:

Edison, NJ

RE: Approved Chronic Note (Student ID# _____)

Parent/Guardian of _____

I am writing to let you know a letter regarding his/her chronic illness has been approved for the 20__/20__ school year and is effective _____(Date).

The required signed written educational plan has been submitted and both the school _____ and you the parent/legal guardian have been provided with a copy.

The enclosed chronic illness requirements/procedures must be carefully followed in order to have a tardy, early dismissal and absence excused and not charged against the district's attendance limits.

Please call me if you have any questions relative to this procedure.

Sincerely,

Principal or Assistant Principal

PC: Attendance Folder, Nurse, Guidance