

# ABSENCE INFORMATION



## WHAT IS AN EXCUSED ABSENCE?

An excused absence is any absence that is report by a parent or guardian to be due to:

Medical illness.

Serious illness in the student's immediate family.

A death or funeral in the student's family or that of a close family friend.

Medical, dental, orthodontic or counseling appointment.

Court appearances.

Religious instruction.

Official school field trip or other school-sponsored outing.

Removal of student pursuant to a suspension.

Family emergencies.

Absences preapproved by the building principal.

\*A doctor's note may be required for absences due to illness that exceed four (4) consecutive days.

## WHAT IS AN UNEXCUSED ABSENCE?

An unexcused absence is any absence that does not meet the definition of excused absence. For example:

Leaving school without permission.

Any absence that doesn't meet the criteria specified in an excused absence.

## WHAT ABOUT FAMILY VACATIONS?

Family vacations may be deemed as excused with prior authorization from the building administrator. Vacation forms need to be completed by the parent/guardian at least two weeks before the intended vacation. The building administrator will review the student/s progress and attendance before approving the absences. Parents may be requested to meet with the classroom teacher and/or building administrator prior to approval. Vacations not prior approved will be considered unexcused absences.

Students whose absences are excused are required to make up all assignments missed while on vacation or to complete alternate assignments as deemed appropriate by the classroom teacher.

The vacation form can be downloaded [here](#).