

# St. Charles High School

## Home of the Spartans



### College Visit Absentee Guidelines

The attendance policy for excused absences from school for educational purposes is in the St. Charles High School Student Handbook on Pages 11 - 12. A copy of this handbook can be found on the school website. It states:

***“The scheduling of college visits should occur on dates when school is not in session. Any exception must be requested in writing of the Principal by the parent/guardian at least ten (10) school days in advance of the absence. The Principal will decide whether the absence will be excused or unexcused in accordance with CCPS policies as outlined in the CCPS Parent Handbook/Calendar (see below). Students attending a college visit must have a confirmation slip from the college in order for the absence to be excused. It is the responsibility of the student and/or parent/guardian to request the make-up work and turn in completed assignments within the agreed time period. Teachers will not be required to provide work ahead of time for any trip. Teachers will not be required to give exams early for any trip. A student may not miss more than 4.5 days during the previous quarter to be considered eligible for extracurricular activities.”***

The CCPS attendance policy as outlined in the CCPS Parent Handbook/Calendar on Page 6 states:

***“High school students visiting an institution of higher education in anticipation for potential future enrollment may be granted a lawful absence as long as the parents/guardians give a two-week notice, receive permission from the school principal and the trips are limited to no more than five days in any school year.”***

In addition, please be aware of the Attendance Policy for Eligibility in Extracurricular Activities on Page 8 that states:

***CCPS determines eligibility every quarter, and calculates and reports grades in four quarters during the school year. Students must have a minimum 2.25 GPA and no failing (F) grades. Students must also have not missed more than 4.5 days of school in the previous quarter.***

Exceptions may apply to certain situations. For specific information, please contact your student’s administrator.

The following procedures are to be followed for student absences due to college visits:

- Parents must send a note to the school at least ten (10) school days in advance of the absence indicating the date of the absence and the reason. The attendance secretary will forward the note to the child's Vice Principal for approval.
- The Vice Principal will check the student's attendance to ensure that the student has not already used the 5 days allotted for the year with administrative approved codes (08 or 13).
- If the student has not exceeded the limit, the Vice Principal will write the appropriate absence code on the note, sign it, and return it to the attendance secretary.
- Students attending a college visit must have a confirmation slip from the college in order for the absence to be excused.
- The attendance secretary will then contact the parent to alert them that the absence has been approved as excused and give the student an excused pass so that he/she can request work in advance.
- If the student has used his/her total of 5 allotted days, the Vice Principal will code the absence as 21 – unexcused, sign the note and return it to the attendance secretary. The Vice Principal will notify the parent that we cannot prevent the absence but that it will not be listed as excused and that the student will not be entitled to make up any work missed during his/her absence. If the parent decides to still proceed with the trip, the absence will be recorded as an unexcused absence.

If you have any questions, please contact the school at 301-753-2090.