



District 65 Planned Absence Notification Form

District 65 recognizes that learning is not confined to the classroom or school, and that valuable learning may come from experiences such as travel during the regular school year. However, when travel for reasons other than emergencies causes absences, these absences are considered unexcused by the Illinois School Code.

Valid reasons for absences are limited to:

- illness*
- religious practice*
- death in the student's family,*
- or other family emergency.*

If the child is going to miss school due to a planned absence, the family is **REQUIRED** to notify the school principal. In these cases, the family assumes responsibility for any class work that may be assigned during the absence.

*****Students will NO LONGER BE WITHDRAWN for absences of more than 10 days*****

Parents contemplating a planned absence for students in K-8th grades must understand that:

- Absences that do not meet the criteria listed above will be recorded as **unexcused** on the child's attendance record.
- The State of IL considers a student "truant" if **10 or more unexcused absences** are accrued.
- Any planned medical leave **REQUIRES** documentation from your healthcare provider and must be provided to the health clerk.
- Some class work cannot be completed outside of the classroom; teachers are not required to offer make-up assignments.

Please contact the student assignment team at: **847-859-8065** if you have any questions regarding these forms.

Student/s Name/s and Grade:	Planned Absence Start and End Dates

Reason for Planned Absence (check one)	Description of leave and provide destination details (e.g., state and/or country)
<input type="checkbox"/> Vacation, <input type="checkbox"/> Medical Reason, <input type="checkbox"/> Family Emergency, <input type="checkbox"/> Religious, or <input type="checkbox"/> Other	

Parent Signature: _____

I have read this document and understand the District 65's procedures for planned absences.

Office use only

Received on Date: _____ Principal Initials: _____

The school administrative assistant **must send** the completed copy of this form to the teacher & attendance/health clerk
Please also provide a signed copy to the parent.