



Ellsworth Elementary School
38454 N. Carolina Ave.
San Tan Valley, AZ 85140
(480) 882-3520 | info@jocombs.org

Requesting Work During Student Absences

At Ellsworth, we understand that students may need to miss school due to illness, family emergencies, or other reasons. To ensure that students stay on track with their learning during an absence, please follow the steps outlined below to request missed assignments.

1. Notify the School of the Absence

- Inform the School: Parents/guardians should notify the school as soon as possible when a student will be absent.
- Provide the Following Information:
 - Student's full name
 - Grade level and teacher's name
 - Reason for the absence
 - Expected duration of the absence (if known)
- How to Notify: Contact the front office via phone or use the school's attendance system to report the absence.

2. Requesting Work for the Student

- When to Request: If the absence extends beyond one day, families should request work by the second consecutive day of absence.
- How to Request:
 - Email the teacher directly using ParentVue.
 - If unsure how to contact the teacher, call the front office for assistance.
- Details to Include in the Request:
 - Student's full name
 - Dates of the absence
 - Preferred method of receiving the assignments (email, online platform, physical packet for office pickup)

3. Teacher's Response Time

- Expectations: Teachers will provide assignments within 24 hours of receiving the work request.
- Assignment Format: Assignments may be delivered via email, posted on the school's learning platform, or provided as a physical packet. Teachers will include clear instructions for each assignment.

4. Pickup of Physical Materials (If Needed)

- Office Pickup: If the student needs physical materials (such as textbooks or worksheets), these can be picked up at the front office.
- Timing: Please allow 24 hours after requesting work for teachers to prepare any physical materials.
- Pickup Hours: Materials can be picked up during regular office hours. The office will notify you if there are any delays in preparation.

5. Accessing Online Work

- Online Learning Platform: If applicable, families should check the school's online platform (e.g., Google Classroom, Dreambox, etc.) regularly for updated assignments and announcements.
- Email Communication: If work is sent via email, please acknowledge receipt and feel free to ask any questions for clarification.

6. Submission of Completed Work

- Timeline for Completion: Students will typically have the same number of days they were absent to complete and return missed work, unless otherwise arranged with the teacher.
- Confirming Expectations: Families should communicate with teachers about deadlines and submission methods to ensure there is no confusion.

7. Extended Absences (5+ Days)

- Long-Term Absences: If a student is absent for five or more consecutive days, parents/guardians should work with the school to create a more structured plan for completing assignments.

8. Checking in After Returning to School

- Follow-Up with Teachers: Upon the student's return, they should check in with their teachers to review any missed lessons and clarify outstanding assignments. Teachers will work with students to ensure they catch up on any missed work.

Key Reminders for Families:

- Communicate Early: The sooner the absence is reported, the sooner teachers can begin preparing assignments.
- Be Patient: While teachers strive to respond quickly, preparing work for absences may take some time, especially for extended or complex assignments.
- Ask Questions: If you or your student are unsure about any assignments or instructions, do not hesitate to reach out to the teacher for clarification.

Thank you for helping us ensure that your student stays engaged in learning, even when they are unable to attend school!