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.

Reasons for excused absences are limited to:

illness
religious practice
death in the student's immediate 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.

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.

Student Name	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)
_____ Vacation	_____ Medical Reason	
_____ Family Emergency	_____ Religious	
_____ Death in immediate family	_____ 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.***