

Sherrard Tigers

Student & Parent Guide to Extended Absences

A. If the Absence Is Planned

1. **Notify the School Early**

Let the school office know in advance, including expected dates. This helps avoid unnecessary attendance outreach and ensures staff are aware.

2. **Talk to Teachers Ahead of Time**

Reach out to each of your child's teachers to inform them and ask how to best manage or prepare for missed instruction.

3. **Check Google Classroom Regularly**

Stay up to date with assignments, posted materials, and updates—teachers may post in advance or during the absence.

4. **Plan Post-Return Catch-Up**

Coordinate with teachers to prioritize essential tasks and agree on realistic timelines for completing makeup work.

5. **Document Communication**

Keep records of all communications, such as dates, notes, and emails, for reference.

6. **Understand Outreach Policies for Extended Planned Absences ([Student Handbook](#))**

Any vacation or absence of two days or longer requires a form that can be obtained in the main office. This form must be completed and returned prior to the vacation for the absence to be considered excused. Please note that vacations during final exams and state testing will not be excused.

B. If the Absence Is Unplanned (e.g., illness, family emergency)

1. **Contact the School Immediately**

When an absence occurs suddenly, inform the school as soon as possible. Prompt notification helps ensure the absence can be evaluated as excused rather than unexcused.

2. **Update Teachers and Monitor Google Classroom**

Let teachers know you're away, and check Google Classroom regularly—some assignments may be accessible remotely.

3. **Make Up Missed Work Upon Return**

Upon student return, meet with teachers to arrange completion of any missed assignments, tests, and lessons.

4. **Maintain Open Communication**

Be responsive if the school reaches out regarding concerns about absenteeism—two-way communication is essential for working through extenuating circumstances.

Final Note

We encourage families to reach out to the school or teachers with any questions or needs during absences—planned or unplanned. Together, we can keep every Sherrard Tigers student on track.