

## **NOTIFICATION OF ABSENCE**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

The listed student will be absent for the school date (s) of \_\_\_\_\_

### **EXCUSED**

\_\_\_\_ Court

\_\_\_\_ Civic, Educational Program

\_\_\_\_ College Visit

\_\_\_\_ Religious Program

### **UNEXCUSED**

\_\_\_\_ Vacation

\_\_\_\_ Extended Holiday

District U-46 High School handbook (page D20) states, "Absences for educational purposes such as college visits, participation in civic, educational, religious programs and court appearances must be arranged at least two days in advance by parents and students. The student has the responsibility for making prior arrangements with his/her teachers. Students with prearranged excuses are expected to have all assignments completed within a reasonable length of time after returning to school. The appropriate form must be obtained from the Attendance Office and signed by teachers in advance of the absence.

The law requires that children be in attendance at school whenever the child's school is open for instruction. The only approved vacation periods for School District U-46 occur during Winter Recess, Spring Recess, and Summer Vacation. Therefore, extended absences and/or vacations during the school year are discouraged. Valuable educational experiences are lost and grades may be affected. *If the extended absence/vacation during the school year are unavoidable, the absence will be marked as unexcused and teachers will not be required to provide assignments during this absence."*

**We realize that our son/daughter is responsible for all homework/tests during the absence and that all absences count toward the Attendance Program totals.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Teacher Signature**

### **Homework Assignments**

1<sup>st</sup> Hour \_\_\_\_\_

2<sup>nd</sup> Hour \_\_\_\_\_

3<sup>rd</sup> Hour \_\_\_\_\_

4<sup>th</sup> Hour \_\_\_\_\_

5<sup>th</sup> Hour \_\_\_\_\_

6<sup>th</sup> Hour \_\_\_\_\_

7<sup>th</sup> Hour \_\_\_\_\_

8<sup>th</sup> Hour \_\_\_\_\_

**\*\*Turn in completed form to the Attendance Office\*\***



Tony Sanders, Chief Executive Officer

**School District U-46**  
Streamwood High School  
Michele Chapman, Principal  
701 West Schaumburg Rd Streamwood, IL 60107-1299  
Tel: 630.213.5500  
Fax: 630.483.5909

**U-46.org**

Dear Parents,

Since you have notified us of an upcoming absence for your student, I'd like to make you aware of the responsibilities and consequences that this involves:

- Students are responsible for getting work **prior** to their absence.
- Your student is responsible for all work missed during the absence. Students are expected to have all assignments completed within a reasonable length of time after returning, as agreed upon by teacher and student.
- Laboratory and studio assignments cannot always be duplicated and sometimes cannot be made up without coming in extra days or outside of class time.
- Your student will miss important classroom experiences, such as discussions, projects, group work, and teacher presentations.
- While most assignments can be made up, absences often have a negative impact on a student's grade.

**Daily attendance, contribution, and participation are essential for the successful completion of any course. Missing instruction and class interaction are detrimental to learning.**

If you wish to discuss this matter, please do not hesitate to call me or any of your child's teachers. It is important for all of us to work together to meet your student's academic needs.

Thank you for your continued support of educational excellence at Streamwood High School.

Sincerely,

Nathan McCoy  
Assistant Principal, ext. 4949