



AUTHORIZED ABSENCES

Authorized absences are absences for “valid cause”, which include, but are not limited to, the following:

- Death in the immediate family;
- Family emergency (reviewable);
- Court appearance;
- Religious observances;
- Civic event;
- Parent/Guardian indicating student is ill (reviewable);
- Medical (a documented, health-related absence, i.e., medical or dental appointments);
- Administrative approval;
- Field trips which follow the District field trip guidelines;
- Nurse visit;
- Prearranged college campus visit with submitted documentation signed by college official;
- Student services department approved activity:
 - College counselor appointment;
 - College representative meeting;
 - Assessment program;
 - Armed forces recruiter visit;
 - Related service appointment;
- Out-of-school suspension (Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies);
- In-school suspension (an in-building administrative reassignment from a class period or periods for violations of school disciplinary policies).

NOTE: The above absences are examples of “valid cause” absences, i.e., absences cited in the Illinois School Code and/or District 214 School Board policy.

Excessive absences, as defined as 4 or more days per semester, may result in parent/guardian contact by the attendance office. Students who accumulate 4 or more days of absences per semester, whether excused or unexcused, will be listed as unauthorized. In order to have an absence classified as excused after 4 days of absence in a semester, a doctor’s note may be required.

If a student is habitually absent from school and/or has been warned by the division head for student success, safety and wellness in regards to attendance, the division

head and the school nurse may feel it is in the student's best interest to remain at school if there are no outward signs of illness as identified by the nurse. If the parent/guardian disagrees with this procedure, they may take the child directly to the doctor and bring a doctor's note to the division head's office excusing the absence.