



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

PREARRANGED ABSENCES

When it is necessary for a student to be absent from school, the attendance office must receive prior notification according to the following procedures in order for the absence to be considered authorized:

College Visits - All college visits must be pre-approved through the attendance office. The student must obtain signed documentation from the college verifying the college visit.

Family-Related Absences - Parent(s)/guardian(s) should make every attempt to schedule family trips around the school schedule. However, when such trips must be made while school is in session, an application for pre-approved family-related activities will be reviewed and considered for authorized status when students are absent from school. These absences are to be reviewed by, but not limited to: a Division Head for Student Success, Safety and Wellness; an associate principal; and the principal.

Religious Program of Instruction or Conference - A parent/guardian must notify the attendance office approximately two weeks before the absences.

Voting - Beginning the 15th day before a general or special election of any election at which propositions are submitted to a popular vote in this State or on the day of a general or special election or any election at which propositions are submitted to a popular vote in this State, any student entitled to vote at such election shall be entitled to be absent from school for a period of 2 hours during the school day in order to vote. Specific voting hours may be specified by the school.