

CHICAGO BOARD OF EDUCATION - ATTENDANCE POLICY

**IF YOUR CHILD HAS UNEXCUSED ABSENCES, THESE ABSENCES MAY PREVENT PROMOTION TO THE NEXT GRADE LEVEL.**

**WHY IS YOUR CHILD ABSENT ?????**

What is the difference between an *unexcused* and an *excused* absence?

For the purpose of determining whether a student is truant:

- An *excused* absence is an absence which the school has reviewed and has determined ~~does meet~~ the following legal requirements for an excused absence:
  - *Student illness*
  - *Death in the immediate family*
  - *Family emergency*
  - *Observation of a religious holiday*
  - *Circumstances causing reasonable concern to the parent for the student's health or safety*
  - *Other situations beyond the control of the student, as determined by the principal*
- An *unexcused* absence is an absence which the school has reviewed and has determined **not to meet** the legal requirements for an excused absence. This is considered to be a *truant absence*

Must I send a note to the school explaining my child's absence, even if I called the school?

- Yes. The Absenteeism and Truancy Policy (05-0126-PO2) requires that a parent send a written note which explains the student's absence each time a student is absent.

## Student Absence

Please excuse my son/daughter \_\_\_\_\_,

Room \_\_\_\_\_ from school on \_\_\_\_\_.

My child was absent due to:

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Parent Signature \_\_\_\_\_

Pre School Enrollment:

Any questions regarding enrolling for Pre-K can be directed to:

Hall Mall

4638 W Diversey

773-534-3846

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