OSWEGO COMMUNITY UNIT SCHOOL DISTRICT #308
Special Absence Request Form
Elementary

Student Name: _____

Building: _____ Grade: _____

Reason of Absence: _____

Dates of Absence: _____

Attendance Policy:

The school laws of the State of Illinois require regular school attendance. Any absence from school is a serious handicap, not only to the individual pupil, but to our entire school system. There is no real substitute for actual classroom attendance. For this reason it is necessary that parents cooperate by planning trips and vacations to coincide with school vacation periods. For cases other than personal illness, serious illness in the home, death in the family, or legal quarantine, arrangements for absence must be made well in advance. The responsibility for make-up work shall be assumed by the student and parents. Students absent during state testing for anything other than illness or death of a family member will not be excused.

Homework Make-Up Policy:

Students shall have the same number of days as their absence to complete their missed work for credit. Work not completed will be given a grade of (0). Students taking an extended vacation during regular school attendance time will be given a maximum of five days work in advance. All other work must be completed upon return and at the discretion of the teacher.

Teacher's Acknowledgement:

Please indicate the effect the absence may have on this student's scholastic standing.

Classroom Teacher Name _____
Comments:

Parents' Acknowledgement:
I (we) acknowledge the above statements. _____
Parent Signature Date

Administration's Signature _____ Date _____