



School District 308 Special Absence Notification Form

[Student Rights and Responsibilities Handbook States the following:](#)

Pre-planned absence occurs when parent/guardian notification is given to the school prior to a student absence. This type of absence is *unexcused* without a valid cause as defined in Illinois School Code. Parents/Guardians are discouraged from taking students out of school for vacation or non-school events as there is no real substitute for actual classroom participation and attendance. The State of Illinois requires regular school attendance, and students are responsible for making up missed work, tests and assignments. ***Family vacations are listed as unexcused in the Student Rights and Responsibilities handbook.*** Please follow the procedures outlined below:

- A. Parent/Guardian calls the attendance office to report the absence in advance (see “d” below)
- B. District 308 Special Absence Notification Form is completed and returned to the school
- C. This form must be signed by the student’s teachers and a parent/guardian.
- D. This Form must be returned to the attendance office two (2) days prior to the absence.

Parent/Guardian Acknowledgement of the above statements: _____ Date: _____

Student Name: _____ School: _____

Grade Level: _____ Student ID: _____ Reason for Absence: _____

Date(s) of Absence: _____

Period	Subject	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		

Building Administrator Acknowledgement: _____ Date: _____