

## Attendance Policy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Refer to your resident district parent-student handbook for certain exceptions to the attendance requirement.

### REPORTING AN ABSENCE

***In the event your child will be absent from school, please call 630-953-5300 by 9AM the day of the absence. When reporting the absence please indicate, your name, your child's name, the date of the absence, reason for absence, and a contact number where you can be reached if further clarification is needed.***

If a student is absent and a call to the school is not received by 10:00 am, verification of the absence will be made by school personnel who will contact the parent/guardian to verify the student's absence and circumstances.

Absences from school are classified as excused or unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Director of Education. All other absences are considered unexcused.

If the parent/guardian does not call in their child's absence by the end of the school day of absence the student will be considered unexcused. After 5 consecutive absences the student's home district will be contacted.

Pre-arranged excused absences must be approved by the Assistant Principal or Director of Education. The student's parent/guardian must give written notice to the Assistant Principal or Director of Education at least 5 calendar days before the student's anticipated absence(s).