

# PRE-APPROVED ABSENCE HOMEWORK REQUEST

(AVOIDABLE ABSENCE 5-DAY LIMIT)

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

First day absent will be \_\_\_\_\_

Will return to school on \_\_\_\_\_

My child will be absent because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- I understand all work must be made up immediately upon return. It is the student's responsibility to obtain all make-up work.
- If the work is provided in advance or during the absence, it must be turned in on the first day the student returns to school or before leaving.

Handbook – page 2

... while not as serious as truancy, District 137 discourages avoidable absences. Examples of avoidable absences include vacations or visits with friends and relatives taken during the school year. Parents should notify the Superintendent in writing when an avoidable absence is planned. Teachers are not responsible for instruction of a student following an avoidable absence. Homework requested for pre-approved planned absences is due upon return. Students may request homework for missed days up to a week in advance. Students who receive **Unexcused Absence** will be required to complete the homework even though **THEY WILL RECEIVE NO CREDIT.**

## **MAKE-UP WORK FOLLOWING AN EXCUSED ABSENCE**

Students will be allowed one (1) day for every day of absence to make up work. Special arrangements will be made for extended periods of illness (beyond five (5) school days) with the teacher and school superintendent. Parents may request homework assignments on the first day of a student's illness with the following restrictions:

1. Requests must be made by 9:00 a.m.
2. Work should be picked up at the end of the school day.

Since preparing homework to be sent home takes a considerable amount of the teacher's time, we ask that you not request homework when your child is too ill to complete it. Homework will not be sent home if, at the teacher's discretion, the work is inappropriate or requires teacher direction or explanation.