

# CHARLESTON

## Community Unit School District

District Administration Office • [www.charleston.k12.il.us](http://www.charleston.k12.il.us)

Phone: (217) 639-1000

410 West Polk Avenue, Charleston, IL 61920

Fax: (217) 639-1005

### CHS ANTICIPATED ABSENCE FORM

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

Will be absent on the following day(s): \_\_\_\_\_

**PARENT: ATTACH A NOTE THAT EXPLAINS THE REASON FOR THE ABSENCE TO THE BACK OF THIS FORM**

TYPE OF ABSENCE: \_\_\_\_\_ School Function \_\_\_\_\_ Medical \_\_\_\_\_ Other

**PROCEDURE:** The parent attaches a note that explains the reason for the absence to the back of this form. The student hand delivers this form to his/her teachers. Teachers will sign this form, indicating to the office that they are aware of the anticipated absence and that they have informed the student of make-up work parameters. Once the form is completed, the student hand delivers this form to the Attendance Office prior to the anticipated absence.

**NOTE:** All parents and students should be familiar with the CHS attendance policy in the "Student-Parent Handbook." This anticipated absence form will not in any way change the "Handbook" policies. If schoolwork is completed according to each of his/her teacher's directions, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

\_\_\_\_\_  
Administrator Signature Date

COURSES TO BE MISSED  
(to be filled in by student)

SIGNATURE OF TEACHERS

EB.	_____	_____
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

**This form is to be completed and hand delivered to the Attendance Office prior to the anticipated absence or the student may receive five (5) building and grounds discipline points and may lose credit for work missed.**

I have read the "Student-Parent Handbook" and understand the consequences of missing the day(s) requested.

\_\_\_\_\_  
Parent's Signature Date \_\_\_\_\_ Student's Signature Date

*Learning today....Leading tomorrow*