



District 65 Planned Absence Notification Form (10 or more days)

District 65 recognizes that learning is not confined to the classroom or school, and that valuable learning may come from experiences such as travel during the regular school year. However, when travel for reasons other than emergencies causes absences, these absences are considered unexcused by the Illinois School Code. Valid reasons for absences are limited to illness, religious practice, death in the student’s family, or other family emergency.

If the child is going to miss school due to a planned absence, the family is **REQUIRED** to notify the school principal. In these cases, the family assumes responsibility for any class work that may be assigned during the absence.

Parents contemplating a planned absence for students in K-8th grades must understand that:

- Absences that do not meet the criteria listed above will be recorded as unexcused on the child’s attendance record.
- Some class work cannot be completed outside of the classroom; teachers are not required to offer make-up assignments.
- Absences of 10 or more school days will result in the **withdrawal** of the student or else the child will be marked “truant.”
- Completion of a **New Registration Form (ONLY IF absence will exceed 30 days)** and **submission of residency documents** are **REQUIRED** prior to the child’s return.
- Any planned medical leave **REQUIRES** documentation from healthcare provider and must be provided to the health clerk.
- Students who travel outside of the United States during the planned absence period **must present** a certificate of good health from your medical provider prior to returning. The certificate can be submitted directly to your school Health Clerk.
- Students who travel to countries under a **Travel Health Notice** should speak with the school health clerk for additional info. Please visit the Centers for Disease Control (CDC) website: <https://wwwnc.cdc.gov/travel/notices/> for a list of countries.

For planned absences of **10 or more school days**, please complete this form and submit it to your administrative assistant. The family will also be responsible for:

- 1) submitting this completed form to your school administrative assistant,
 - 2) completing a new registration form (<https://www.district65.net/domain/787>) **at least 2 school days** before returning, and
- **If absence will be less than 30 days, ONLY email updated residency documents to registrationinfo@district65.net**
- 3) emailing current **residency documents** to: registrationinfo@district65.net. For planned absences between **3 to 9 days**, parents will only need to complete the form located [here](#) (also available in the parent portal).

Please contact the student records team at: **847-859-8065** if you have any questions regarding these forms.

Student/s Name/s and Grade:	Planned Absence Start and End Dates

Reason for Planned Absence (check one)	Description of leave and provide destination details (e.g., state and/or country)
<input type="checkbox"/> Vacation, <input type="checkbox"/> Medical Reason, <input type="checkbox"/> Family Emergency, <input type="checkbox"/> Religious, or <input type="checkbox"/> Other	

Parent Signature: _____

I have read this document and understand the District 65’s procedures for planned absences.

Office use only

Received on Date: _____ Principal Initials: _____

The school administrative assistant **must send** the completed copy of this form to the teacher, attendance/health clerk, and SARR via email to: registrationinfo@district65.net. Please also provide a signed copy to the parent.