



**EVANSTON/SKOKIE
SCHOOL DISTRICT 65**

Every Child, Every Day,
Whatever it Takes

District 65 Planned Absence Notification Form

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 asked 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 during the regular school year must understand that:

- These absences are unexcused and will be recorded as unexcused on the child's attendance record
- Many forms of class work cannot be completed outside of the classroom, and teachers are not required to create new make-up assignments for this work
- Absences are likely to impact the child's learning and may have a negative effect on grades and test scores

This form is requested for planned absences between 3 and 10 school days. For planned absences of more than 10 school days, the family will be responsible for completing new student registration when the student returns to school.

My student, _____, has a planned absence for the following days of school: _____.

This reason for this absence is:

I have read this document and understand the district's procedures for planned absences.

Parent Signature: _____

Received by Principal Date: _____ Initials: _____

Copy to teacher, health clerk; for absences longer than 10 days, copy to student@district65.net

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Evanston/Skokie SD 65
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