



Lake Forest School District 67

Absence of Three or More Days

My child _____ will be absent from school from (date) _____ to (date) _____. I understand that the following guidelines have been established in order to expedite the making up of key assignments and tests.

1. The student will seek the teacher’s help during the regular teaching day. This may require extra help before or after school.
2. Because teachers and circumstances differ, assignments and tests will be made up in a manner and at the time indicated by the teacher.
3. The parent will be responsible for providing any additional assistance needed beyond the regular day.

I UNDERSTAND THAT THIS NOTIFICATION MEANS THAT THE STUDENT IS NOT CONSIDERED TRUANT, BUT IS HELD RESPONSIBLE FOR KEY ASSIGNMENTS AND TESTS MISSED. THE STUDENT HAS ONE DAY FOR EVERY DAY MISSED TO MAKE UP THE WORK. INCOMPLETE ASSIGNMENTS AFFECT A STUDENT’S GRADE. (REFERENCE DISTRICT POLICY HANDBOOK)

Homeroom Teacher’s Name

Parent/Guardian Signature

Please return the completed form to the office at least one week prior to the anticipated absence.