**ATTENDANCE**

Students 17 years of age or younger are within the Illinois compulsory school age and are mandated to attend school. Students who are 17 years of age or above and are enrolled in the District are also mandated to attend school. Students are expected to be on time to each assigned period, ready to work when the class begins.

While the importance of regular and sustained attendance is recognized, the Board of Education understands that there will be times that students are absent for valid cause.

Township High School District 113 Board of Education defines absences with valid cause as the following:

* Student illness
* Necessary medical appointments
* School related absences (e.g., field trips, college visits, participating in school activities and athletic competitions)
* Observance of a religious holiday
* Death in the immediate family
* Family emergencies
* Reasonable concern on the part of the parent for the health or safety of their child
* And/or other situation beyond control of the student as determined by a school administrator

Parents/guardians are expected to report and provide a reason for all absences to the high school attendance office the day their child is absent from school. Medical documentation may be required for multiple successive absences and/or excessive absences due to illness or medical condition.

By following proper procedures for authorizing a student and providing proper documentation, a student’s absence will not count towards the 10 absences for audit status. Proper documentation includes, but is not limited to courts, military or medical notes.

Procedures Regarding Absences:

The Attendance Office must receive a parent/guardian call to authorize a student’s absence. This call must be received by 11:59 p.m. on the day of the absence. Parents/guardians are responsible for informing school officials when their student(s) are absent. Parents/guardians should call the Attendance Office between the hours of 7:15 a.m. & 3:30 p.m. at:

**224-632-3001**

After 3:30 p.m. and on weekends, parents or guardians may leave a message on the attendance office voicemail. If a telephone call is not received by 11:59 p.m. the day of the absence, the absence will be unauthorized. Special circumstances will be considered by the Deans.

If a student needs to leave school during the school day, a parent/guardian must notify the attendance office a minimum of 2 hours in advance of departure.

The student must check out in the Attendance Office, pick up a pass, and present it to the staff member at either the Front Desk or the East Lobby upon leaving in order for the absences to be authorized. Students returning to school or coming in late must check in at the Attendance Office in order for the absence to be authorized. The Attendance Office must receive a phone call from a parent/guardian, or the absence will remain unauthorized.

NOTE: Students may **not** be “called out” for a class period they do not wish to attend while remaining at school. If the student does not attend class but remains in the building, the absence will be considered unauthorized. Students are expected to attend all scheduled classes.

If a student becomes ill at school, he or she must report to Health Services for attendance purposes.

Students who become ill and leave school without seeing the nurse will be marked unauthorized for any classes that they miss. If a student begins the day ill, and later feels better and decides to come to school, the student must check in at the Attendance Office before going to class.

Please review *Attendance Policy and Procedures* for our school in the 2016-17 Student Handbook.