

# Notice of Scholar Absence

Scholar: \_\_\_\_\_

Classroom: \_\_\_\_\_

My scholar was absent on \_\_\_\_\_ for the following reason:  
date

Illness

Doctor visit  
(please provide doctor's note)

Family Emergency

Death in the immediate family  
(please provide funeral home letter)

Other: please specify

\_\_\_\_\_  
\_\_\_\_\_

*A reminder from the family handbook*

## **Attendance**

To succeed at RES, scholars must be present. Missing even one day of class can have a negative impact on a scholar's progress due to the rigorous academic curriculum. Regular, on-time attendance is required. Parents/guardians are expected to ensure that their child is in school. Please do not allow your child to miss a day of school except in the case of a serious illness. Excessive absences are not in accordance with the Family Pledge all parents/guardians sign at the beginning of the school year.

## **Absences**

If a scholar is going to be out sick, the parent/guardian should call the School Office before 7:50 AM so faculty members know that he or she will be out. It is the family's responsibility to pick up missed work from that day.

Excused absences include:

- If the scholar is absent two days or less and a written note from the legal guardian is received in the main office within 48 hours of the scholar's return to school.
- If a scholar is absent for more than two days for medical reasons, she must provide a note from a doctor explaining the absences for the absences to be considered "excused".
- Medical appointments may be excused if we receive a note from the doctor on letterhead from the doctor's office. The appointment must be for the child – not a sibling or parent.
- Funeral of relative: Scholar must provide a program from the service or a note from a family member explaining the absence.

Unexcused absences (even if parent writes a note) include but are not limited to:

- Repetitive and chronic absence due to illness or injury. In these cases, the parent must submit a letter from a health care provider verifying that the scholar was too sick or injured to go to school.
- If a scholar is absent for more than 2 consecutive days and does not provide a note from a doctor explaining the absences.
- Family vacation

X

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date