



DMCS UNEXCUSED ABSENCE FORM

Student Name(s): _____

Grade(s): _____

Teacher(s): _____

First Date of Absence: _____ Date Returning to School: _____

Total Days of Absence: _____

Nature of Trip/Absence:

Parent/Guardian Signature: _____

Today's Date: _____

Please return this form at least one week prior to your leaving.

The actual number of days allowed to make up work will be determined by the administration and staff.

We strongly suggest that you become familiar with the school's attendance policy below.

Thank you!

Attendance and Absentee – DeMotte Christian

1. If a student is absent, please call the school before 8:15 a.m. The office will inform the teacher that the student will be out for the day and with whom we should send homework.
2. If a student is absent and the teacher has not been notified of this absence by 8:45am, the teacher is to inform the office of this absence. The office secretary will make contact with the home to determine the status of the student.
3. Parents are required to send a written excuse with students following the absence.
4. Procedure for excused absence (an injury, illness, and a family emergency):
 - a. Teachers will fill out a form listing and/or explaining work that was missed. Parents will supervise the completion of missed work.



- b. When a student has an excused absence, it is his/her responsibility to obtain and hand in assignments and make up tests. The teacher will work with the student as time allows helping them catch up on their work. The guideline would be a minimum of one day given for each day absent to make up missed work.
- 5. Procedure for unexcused absences (ex: trips, shopping days, anything not listed above):
 - a. The student is expected to make up for all work and tests missed.
 - b. During unexcused absences, it is the responsibility of the student and his/her parent(s) to maintain a satisfactory level of academic achievement. For the above-described absences, parents must observe and follow these procedures:
 - i. Parents must obtain an Unexcused Absence form from the office. The form can be given to the student to take home or can be found in the SIS system. The completed form should be returned to school at least a week before the absence.
 - 1. Gathering work ahead of time is at the teacher's/administration's discretion. Parents may request to have work gathered ahead of time with the intention of having it completed during absence.
 - 2. During the absence, any work missed will be given to the student when he/she returns.
 - ii. Teachers may fill out a form listing and/or explaining work that will be missed. This form will be completed ahead of the absence as well as the teacher is able. During the absence a daily log of all work missed will be filled out and given to the student when he/she returns. Parents and students need to communicate with the teacher(s) to make sure all work is completed within the allotted time. It is the parents' responsibility to make sure their child understands all material missed.
 - iii. The administration and staff will determine the actual number of days allowed to make up the work. If work is not completed and returned to the teacher within the allotted time, students will receive no credit for this work.
 - iv. Tests missed during such absences may be administered under the supervision of the teacher during non-classroom time (before school, during recess, or after school).
- 6. Tardy and Absence
 - a. Elementary: A student is counted tardy if the student arrives at school after the second bell has rung at 7:45 am through 8:30 am. A student will be counted 1/2 day absent if the student attends less than 5.5 hours at school. A student will be counted one day absent if the student arrives after 12:20 pm or the student arrives before 8:30 am but leaves before 11:00 am.
 - b. Junior High: A student is counted tardy if the student arrives at school after the second bell has rung at 7:50 am through 8:30 am. A student will be counted ½ day absent if they attend less than 5.5 hours at school. A student will be counted one day absent if they attend less than 2.5 hours at school or does not meet the half day requirement.
(04-04-2000, 07-05-2005, 05-02-2006, 07-25-2008, 11-03-2009, 12-01-2009, 03-01-2011, 03-05-2013, 07-01-2014, 05-05-2015, 05-05-2020, 04-12-2022)

FOR OFFICE USE ONLY

Received: _____