

What to Do When Your Child is Sick

- **Call the school** to report your child absent each day your child is sick.
- **Send a note** for the absence when your child returns to school.
- You have **3 days** to send the note to the attendance office. After 3 days, the note is not valid because the permanent attendance as already been entered.



What to Do When Your Child is Sick—continued

- The excuse note should include:
 - The **date** the note is written and sent to school
 - Your **child's first and last name** and **grade**
 - The **date(s)** of the absence
 - The **reason for the absence**—be specific and give details
 - **Your name, signature**, and a contact **phone number** in case the attendance clerk has questions



What to Do When Your Child is Sick—continued

- If your child is out more than **5 days in a row**, you must provide a **doctor's note**.
- If your child has **excessive absences** that have been **excused by parent notes**, the principal has the right to **not allow anymore parent notes** as excuses—only doctor's notes or notes from the school nurse will be excused.



What to Do When Your Child Has a Medical Appointment

- Try to schedule all appointments for check-ups and routine exams **after school**.
- If this is not possible and the appointment is in the **afternoon**...
 - allow the child to **attend school**,
 - **pick up** your child at school and check him out early,
 - go to the appointment, and
 - **return to school** to finish the day.
- Bring a **doctor's note** from the appointment to school when you return.



What to Do When Your Child Has a Medical Appointment

- If this is not possible and the appointment is in the **morning**...
 - go to the **appointment**,
 - **bring your child to school** and check him in late, and
 - provide a **doctor's note** from the appointment.

