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.