



### Documenting Patterns of Non-Attendance For Elementary Students

This form is to be completed by parents, in conjunction with the school Principal, to document patterns of non-attendance for Elementary students. Common reasons include absences to participate in high performance sports, drama and film. This form is **not** to be used to document medical absences or changes related to a student’s Individualized Education Plan (IEP). Please refer to the appropriate administrative procedures for information regarding medical absences and/or the IPRC and IEP process.

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Teacher: \_\_\_\_\_

My child will **not** attend school, or will be partially absent from school, on the following days due to the reasons listed below.

- AM       Monday     Tuesday     Wednesday     Thursday     Friday
- PM       Monday     Tuesday     Wednesday     Thursday     Friday

*(To be completed by the Parent)* Please document the reason(s) for the absence or late, including a start date and a date the plan is to be reviewed with the Principal:

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It is the Board’s expectation that students enrolled in an elementary program attend full-time. The parent acknowledges that ongoing absenteeism may adversely impact student learning, and limit the ability of the teacher(s) to appropriately assess learning outcomes for report card purposes.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attendance Tracking:** When the student will miss a *portion* of the AM or PM block, record the attendance for the pupil with “E” for excused- **Parent Approved IS-14-00**. If the student is expected to miss an *entire* AM or PM block, record the attendance for the pupil with “A” for absent- **Parent Approved IS-14-00**. If the student is scheduled to attend and is late or absent, normal attendance procedures should be followed (refer to Administrative Procedure 4350). If you are unsure how to record the attendance, please log an IT Service Desk Ticket.

**Document Management:** The completed form should be retained in the school’s attendance binder for the current plus prior year.