



James Hogg Middle School

An IB World School in the Heart of the Heights

Important things to know about Attendance

Excused Absences:

All excused Notes are due to your Campus Attendance Clerk within 3 school days of absence.

Examples of excused student absences include but are not limited to the following reasons:

1. Personal illness (includes healthcare visit without documentation) – parent note required.
2. Death of an immediate family member (immediate family is defined as parent, guardian, grandparent, sibling of the student or parent, or a person living in the home) – note required.
3. Emergency in the immediate family (as defined at item #2);
4. Illness of the student's child with note.
5. School-imposed absence necessary to treat lice.
6. Illness resulting from ongoing medical or psychiatric treatment (chemotherapy, radiation, dialysis, etc. with a doctor's note indicating specific timeframes and anticipated absences);
7. Removal by CPS/law enforcement and related days [including an arrest or incarceration for non-school-related matters or incarceration beyond three (3) days for school-related matters (if not withdrawn)]
8. Medicaid-eligible; participating in Early and Periodic Screening, Diagnosis, and Treatment Program (with documentation);
9. Nurse sent home from school and/or any consecutive days approved by the campus nurse.
10. Out-of-school suspension for a disciplinary reason(s) [including an arrest or incarceration for school-related matters for up to three (3) days];
11. Activity required by a probation officer (other than court appearances) or Human Services activity required by a caseworker (with documentation; requires all missed assignments to be successfully completed within the timeframe established by the teacher); (this moves to the top list)

Unexcused Absence:

If an absence does not meet the criteria for an excused absence or one of the extenuating circumstances specified in Board policy, the absence will be considered unexcused for attendance accounting purposes. Examples of unexcused student absences include but are not limited to the following reasons:

1. Any "excused" absence (including personal illness) without required documentation.
2. Failure to bring required doctor's note (after the student has been placed on "Doctor's Note Required" for excessive absences for personal illness);
3. Non-school sponsored activities (both athletic and non-athletic activities/competitions);
4. Family illness (non-emergency);
5. Death other than immediate family (as defined under EXCUSED ABSENCES at item #2);
6. Family trip/vacation.
7. Welfare and WIC visit.
8. College visit (beyond limit; without appropriate verification and approval).
9. Student's application for U.S. citizenship or obtaining a Visa without documentation requiring appearance and proof of attendance.
10. Private lessons, tutoring, counseling, and other services.
11. Religious retreat or other church-related events other than a religious holy day of obligation.
12. Runaway.
13. Truancy.
14. Driver's license-related visit (beyond limit and/or without required documentation).
15. Student's application for Passport.

Absences for personal vacations, business trips, babysitting, working, and other such reasons shall be considered unexcused.