



St. Francis
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for the Deaf

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EXCUSE FOR SCHOOL ABSENCE

STUDENT'S NAME: _____

DATE(S) OF ABSENCE: _____

Please check (☑) one of the following:

- ☐ Illness/Injury - **If absent 3 days or more, doctor's note is required to return to school**
- ☐ Death or illness in the family
- ☐ Religious observance
- ☐ Weather or impassable roads
- ☐ Busing – missed or did not pick up
- ☐ Doctor's appointment – **Verification of appointment needed from doctor**
- ☐ Hospitalization – **Verification from doctor stating child can return to school and is clear to participate in all related services and activities**

OTHER: _____

I CERTIFY THAT THE EXCUSE CHECKED IS THE REASON THE STUDENT NAMED ABOVE WAS ABSENT ON THE DATE(S) NOTED.

Parent Signature

Date

Received in main office (date and initials): _____

SFDS STUDENT ABSENCE POLICY

All student absences must to be documented.

Parents/Guardians will be provided with “Excuse for School Absence” forms at the start of every school session either through mailings to the home or through their child’s book bag.

NYS provides a specific list of legal/permissible excuses for absences. The legal/permissible excuses are:

- Death or Illness in the family
- Religious observance
- Weather or impassable roads
- Illness/injury
- Doctor’s appointment/Legal appointment
- Hospitalization

All other excuses are considered illegal/not-permissible.

SFDS has included another excuse on the form: Busing – missed or did not pick up. This information is necessary to present documentation to OPT or the bus company when issues arise.

HOSPITALIZATIONS

Parents must notify school immediately of any hospitalizations or emergency room visits for their child. The school must be provided with a note stating any of the following:

- 1) The child is cleared to return to school and ALL activities
- 2) The child is cleared to return to school but has restrictions.
These restrictions must be detailed on the note.
- 3) The child is cleared to return to school and must take medication in school.
The medication must arrive at school with a doctor’s script. The school nurse cannot give medication with a doctor’s order/script.

ILLNESS/INJURY

If a child is home for one or two days due to an illness or injury, the parents must complete the excuse for absence form for the dates of the child’s absence.

If a child is home for three days or more for illness or injury, the child must return to school with a doctor’s note. The note must show:

- 1) Date of visit
- 2) Date child can return to school
- 3) Child is cleared to return to school and all activities
Or child is cleared to return to school and has limitations which are clearly stated
Or child is cleared to return to school and has medication which has a script
- 4) Stamp and signature of the doctor

The parent is expected to accompany the child to the school with the doctor's note. The school nurse would then have the opportunity to check the medical information and ask any questions necessary. The child will then go home on the bus in the afternoon.

DOCTOR'S APPOINTMENT

If a child is absent a FULL DAY from school due to a doctor's appointment, the child must return to school with a note/form from the doctor's office stating the date of the visit.

If a child returns to school without an appropriate absence note, please contact the supervisor/social worker as soon as possible. If we believe the child was ill while they were absent, the child should be held in the nurses' office until the issue is clarified. If the child was not ill while absent, child can return to class.

RETENTION OF STUDENT ABSENCE NOTES

Student absence notes will be filed with attendance information and maintained by the Attendance secretary.

Any notes containing medical information should be kept on file in the nurse's office. The absence form connected to that medical information should be kept on file in the attendance folder with the attendance secretary.

PARENT CONTACT REGARDING ATTENDANCE

Contact made with parents regarding attendance (email, phone call, text, etc) must be clear with the parent regarding the expectations for the child's return to school.

If the child is at a doctor's appointment, we need a doctor's note.

If the child was not feeling well and parent kept them home, we need the absence form.

If child was hospitalized, we need a discharge report, clearance to return to school, and the absence form completed by the parent to cover all of the days of the child's absence.

If a parent notifies a staff person (classroom teacher) of a child's pending absence in written form (text, email, note in communication book, etc) then that information should be forwarded to the attendance secretary, the social worker, department supervisor and nurse. This information can then be used to satisfy the requirement of the absence form only if:

- 1) The written notification matches the dates the child is absent exactly. If the dates do not match, then follow up with the parent must occur and an absence form must be completed and signed by the parent.**
- 2) The absences do not involve a medical need. If it is connected to an appointment, etc then a note from the doctor must be sent for the child to return to school.**

A copy of these written communications should be kept on file in the attendance folders with the attendance secretary.

FAMILY TRIPS

If a child is absent due to a family trip, the parent must complete the absence form to cover all of the dates of absence. The parent should write the explanation on the "other" line.

These absences are NOT legal or permissible, but the excuses still need to be recorded.