



Illness/Absence Procedures when and how to contact the office



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Illness:

If your child is not feeling well and is going to stay home, call OR email the school office as soon as possible. If your child is going to miss more than one day, please consider calling the school and making arrangements to pick up homework for the days missed so your child does not get behind in classes.

Appointment:

If your child has an appointment during the day, **contact the office in the morning** with a note, phone call or email. A pass will be given to the student to show the teacher at the time of departure. Before leaving, the student must **stop at the office desk to sign out** or the absence will be marked unexcused. Upon return, they need to stop in the office to sign in and get a pass for admittance.

Late arrival:

If your child will be arriving late, send a note, email, or call the office and have them stop at the office for a pass before going to class. These passes help us maintain an accurate attendance record for your student.

Absent for a day or more (trips, funerals, activities):

We issue pre-excused forms to those students who know in advance they will be missing school. A written request must be submitted to the office well in advance of the first day to be missed. The form will be given to the student to circulate to their teachers to get the assignments. The pre-excused form must be signed by all of their teachers and an administrator and returned to the office. Please refer to the student handbook.