

APPENDIX F

Absence planning

Use the following checklist to stay organized during your child's school absences.

A list of the persons you need to involve or notify about the absence and when you should inform them of the absence:

Name and title	Contact information	When to notify

A list of the persons with whom you need to communicate and how often to contact them during extended absences:

Name and title	Contact information	When to notify

Strategies to catch up on missed subjects/information, receive schoolwork, and hand in completed assignments:

Strategies for how you will help your child keep his or her assignments organized by teacher and/or subject matter:

Strategies to keep your child connected to peers and the school during the absence:

My child’s return to school after an absence

A school re-entry plan. For example, after an extended absence will your child’s return to school be gradual, or will your child return full-time? (Consult with the educational team.)

Strategies to involve peers in assisting with the re-entry process. For example, what, if anything, will your child tell his or her peers about the absence?

A list of the educational accommodations that must be in place for your child’s return to school:

Educational accommodation	Why my child needs the accommodation

What I need to do when my child is absent from school:

Task	Date completed
Gather information from my child’s teacher on subjects, handouts, and assignments that my child will miss during the absence	
Alert my child’s teachers to any academic material with which my child struggles	
Update my child’s teacher(s) about his or her medical condition	
Identify the date of my child’s return and his or her school attendance schedule thereafter	