



Excused Absence Verification Form Instruction Sheet



PURPOSE STATEMENT:

The purpose of the Excused Absence Verification Form is document excused absences (health, best Interest; court ordered visitation).

TIMELINE:

The Excused Absence Verification Form is completed for each reported EXCUSED absence (health, best Interest; court ordered visitation). The EXCUSED absence (health, best Interest; court ordered visitation) form should be completed with-in 48 hours of the child's absence.

STAFF RESPONSIBLE:

Staff completing this form: SST, Teacher, Site Supervisor/Assistant Site Supervisor, Office Assistant and other staff who may receive the information.

This form should be housed in an Attendance Documentation Binder near the main phone.

INSTRUCTIONS:

- If a parent calls to report an enrolled child's absence the site will record the information on the next available line of the form
- The staff member receiving the information should document the entire line
 - Date reporting absence
 - Date of absence
 - Reason for absence
 - (A) Health/Illness/Quarantine
 - (I) Best Interest
 - (J) Court Ordered Visitation
 - Description of Absence
 - (A) Health/Illness/Quarantine must indicate if:
 - Enrolled Child is sick
 - OR
 - Parent/Guardian is sick
 - (I) Best Interest Day
 - MUST BE PARENT DRIVEN REQUEST
 - (J) Court Ordered Visitation
 - MUST be court ordered
 - Not excusable under a mediation plan
 - MUST BE APPROVED BY CDE PROGRAM ADVISOR
 - Parent OR Staff Signature
 - If staff are completing the form the same staff member MUST sign the form who completes the information
 - If parent is reporting this information directly to a staff member, the parent should complete and sign the line
- Once all available lines are completed begin a new sheet