



## 1.10 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: Family Service Advocate, 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