

EXTENDED VACATIONS

Students/Parents requesting “vacation” for an extended amount of time (extended is interpreted to mean more than five school days)

Procedures

Contact the Attendance Office at 847-718-4001 to schedule a meeting with your student’s Dean, Mr. Carlson or Mr. Kincaid.

- ◆ Dean
 - Review student’s attendance
- ◆ Counselor
 - Review student’s grades
 - Review “time of year” when student will miss school
 - Review student’s standing in each individual class
 - Discuss summer school
- ◆ Counselor/Teacher
 - Review each teacher’s ability to provide work for missing days. Discuss: class participation, quizzes and tests that may be given during these days
 - Review teacher’s policies regarding make up work, quizzes and tests. Understand impact of class participation, if any.
 - Determine a schedule for “make ups” as well as a time line upon the student’s return
 - Schedule after school/activity period (2:50-3:20 p.m. schedule) with teachers for completion of missing work, quizzes and tests
- ◆ Counselor
 - Discuss classes that may have to be audited (attendance without receiving credit)

All of the above information will be reviewed during the meeting with your student’s Dean. Student must be accompanied by parent/guardian.