

GLENBARD NORTH



Attendance Procedures

DEAN OF
ATTENDANCE

BROOKE THAYER

**ATTENDANCE
OFFICE CONTACT
INFO:**

630.653.9092
gn_attend@glenbard.org



REPORTING EXCUSED ABSENCES



**CALLS SHOULD BE REPORTED BY
10:30AM THE DAY OF OR BEFORE**

Calls must include; student's
name, ID number, relation to
student, and **REASON**.

PARTIAL DAY ABSENCES



**BOOK
AN
APPOINTMENT**

Medical appointments should be scheduled
outside of school hours.

Students who miss school due to medical
appointments will be asked to show
documentation if it is during the student's
lunch period and/ or if a student has reached
4 medical appointments during a semester.

EXCESSIVE EXCUSED ABSENCES

Once a student reaches **nine** or more absences
within a **year**, a doctor's note or other official
documentation validating the excused absence will
be required to excuse further absences **for the
remainder of the year**. The student will also be
placed on an Attendance Card for **six consecutive**
school days. Once a student reaches **twelve** or more
absences an Attendance Contract will be issued.



PRE-ARRANGED ABSENCES

A Pre-Arranged Absence Form is used to excuse a student for a
**scheduled college visit (4 per year without verification from
college)** or **family vacation (5-day limit)**. A completed form must
be turned into the attendance office prior to the first day of
absence.

FORM IS FOUND IN ATTENDANCE OFFICE PER PARENT/GUARDIAN REQUEST.

ATTENDANCE INTERVENTIONS

Social Restriction
Attendance Card
Attendance Agreement
AIM Groups
Homecoming Agreement
Prom Agreement

ATTENDANCE RESOURCES

