

# Absences around Exams, Holidays, and Unusual Events

Please note that special circumstances apply on school days before and after holidays and other special events (i.e. Spring Break, Semester Exam weeks, etc.). **The day immediately before and the day immediately after a break, doctor's statements will be required for all illnesses and doctors' appointments.** This same rule will apply to other days that change the normal routine of the school day.

If you know your student will be absent on one of these days for reasons other than medical, please have them request a pre-arranged absence form. This form should be turned in at least one week in advance so that it can be reviewed by an administrator.

For the 2009-10 school year, some of the dates covered by this special requirement are:

Scheduled Event	Dates Requiring Doctor's Statement	All Pre-Arranged Requests Must be Received in Student Services By:
Fall Break (October 19-20)	October 16 and October 21	October 9, 2009
Thanksgiving (November 25-27)	November 24 and November 30	November 17, 2009
Winter Break (Dec. 21 - January 1)	December 14-18 and January 4	December 7, 2009 <b>There are additional requirements for December 14-18 since it is Exam Week. Contact Student Services for more information.</b>
Spring Break (April 2 - 9)	April 1 & April 12	March 25, 2010
Last Week of School	May 17-21	<b>There are additional requirements for May 17-21 since it is Exam Week. Contact Student Services for more information.</b>