

## Student Appointment Procedure

Proper procedure to excuse your student for a medical appointment:

Call the attendance office (847-718-7001) prior to the time that your student needs to leave. Give us your student's name, ID number, time they are leaving (or if they will be coming in late after the appointment) and reason (doctor, dental, orthodontist, orthopedic appt., etc.) You can also leave this information on our voicemail system which is available each day from 3:15 pm to 7:00 am.

Tell your student to come to the Attendance Office during a passing period to get a pass to leave their class at the designated time. The student presents the pass to the teacher, and then he or she comes on their own to sign out at the Attendance Office.

The student signs out in the Attendance Office and can then meet you in the front or the back of the school. You do not need to park the car and come into the school building as long as you have called us previously. We will never allow a student to leave if we have not heard from a parent.

Please have your student ask the medical office staff for a note to bring to the Attendance Office so that the absence for the appointment can be coded as a medical absence rather than as a parental call.

We hope this information is helpful to you.