

ALAN R. ESTES
SUPERINTENDENT

DAVID LARKIN
PRINCIPAL

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Woodlawn Community High School

DISTRICT 205

300 N. CENTRAL LANE

WOODLAWN, ILLINOIS 62898



"HOME OF THE CARDINALS"

Business Absence

1. Business absences will not be granted to any student who has one suspension, or one truancy during the semester, or a total of three or more tardies in a semester.
2. When the initial request for business absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement (including number of times tardy). The student will submit for final approval the signed application, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up all work missed.
3. Teachers will provide assignments to students and will give make up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a business day.
5. Students will not be allowed a business day during semester exams.
6. A business absence will be recorded as a "field trip day."

Period	Teacher Signature	Academic Progress	Grade
1			
2			
3			
4			
5			
6			
7			