



# KINGSWOOD ACADEMY

## Reporting Absence and Requesting Homework Policy



### 1 REPORT ABSENCE TO THE FRONT OFFICE

All students absences must be reported to the school office by 8:45 am\*\*

There are two ways to report a student absence either:

1. Call the office 630-887-1411 option 2
2. Email: [attendance@kingswoodacademy.org](mailto:attendance@kingswoodacademy.org)

\*\*Students will be marked as unexcused until the school office receives a message (phone or email) reporting the students absence and reason.



### 2 REQUEST HOMEWORK

Arrangements for homework will be made with the student's homeroom teacher.

- If you will be picking up homework, the parent must contact the student's homeroom teacher via email by 9:30 am to ensure all supplies will be gathered.

\*\*Please note: Any message received after 9:30 am will not be guaranteed for pick-up that day.



### 3 PICK-UP HOMEWORK TIME

Homework will be available for pick-up in the Front Office.

- Monday-Thursday 3:00-3:45 pm or Friday 2:15-2:45 pm the day it was requested or 8:00 am the next day.

Requests for homework must be made with the homeroom teacher by 9:30 am. Please contact them via email.

# FAQS

- **I told my student's teacher or told the teacher at drop-off that my student will be absent, do I have to call/email the office to report my student's absence?**
  - Yes, per school policy all students absences must be reported to the school office by 8:45 am. Students will be marked as unexcused until the school office receives a message (phone or email) reporting the students absence and reason. (630-887-1411 option 2 or [attendance@kingswoodacademy.org](mailto:attendance@kingswoodacademy.org))
- **Is it required that students pick-up homework while they are absent?**
  - No, It is not required that students pick-up homework while they are absent.
- **My child has a doctor's appointment and is coming late or has to leave early, who do I contact?**
  - A parent must contact the school office about any appointments where the child will be coming late or leaving early. (630-887-1411)
- **How many days do students have to make up missed work?**
  - Students will have an extra day per every day they are absent.
- **We are planning a vacation during the school year. How do I notify the school?**
  - If your student is missing school due to a vacation, a Vacation Form must be filled out a week prior to the trip. The teacher will give assignments missed upon the students return to class. Tests that were missed will be arranged by the teacher. Visit [www.kingswoodacademy.org/currentfamilies/](http://www.kingswoodacademy.org/currentfamilies/) for the Vacation Form.

## OTHER QUESTIONS?

CONTACT THE SCHOOL OFFICE 630-887-1411 OR EMAIL [SECERTARY@KINGSWOODACADEMY.ORG](mailto:SECERTARY@KINGSWOODACADEMY.ORG)