



# School Readiness Documentation of Absence

This form is necessary to accompany the attendance roster when a child **exceeds 3 unexcused absences** in a calendar month. Beyond 3 absences, 7 additional days may be available for reimbursement. (OEL Policy 60BB-4.500 (2))

Child's Name (only one per form)	Month	Year

Provider	Documentation attached?	Dates on documentation match requested dates?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### ABSENCES 1-3

A child can have 3 undocumented absences during the month. Please specify which dates are for undocumented absences:

*Date of Month:*

\_\_\_\_\_ Day 1  
 \_\_\_\_\_ Day 2  
 \_\_\_\_\_ Day 3

### ABSENCES 4-10

Reimbursement shall be authorized for no more than 3 absences per calendar month per child except in the event of extraordinary circumstances in which case written approval provided by the parent justifies excessive absence for up to an additional 7 days. (**Documentation must be attached, matching the exact dates listed**)

*Date(s) of Month:*    **Extraordinary circumstances include the following:** \_\_\_\_\_

\_\_\_\_\_ Hospitalization of child or parent with appropriate documentation

\_\_\_\_\_ Illness requiring home-stay as documented

\_\_\_\_\_ Death in the immediate family with appropriate documentation (i.e. obituary, death certificate)

\_\_\_\_\_ Court order visitation with appropriate documentation (i.e. court order)

\_\_\_\_\_ Unforeseen documented military deployment or exercise of the parents

**Important Note:** Payment is NOT guaranteed and may be jeopardized if there is no documentation included. If denied, it is the parent's responsibility to reimburse provider for days not reimbursed by the ELC.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For ELC Office Use:*

Date Submitted: \_\_\_\_\_ Dates match documented:  Yes     No

Reasons coincided with policy:  Yes     No    Approved:  Yes     No

ELC Designee Signature: \_\_\_\_\_