



Office of School Participation and Truancy Response

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Medical Appointment Policy

- Every student is allotted five days of absences per school year which are *uncounted* unless the allotment is exceeded.
- Partial days for medical appointments accumulate to the five day total as a proportion of a day.
- It is generally expected that every effort should be made to make routine appointments after school and on school breaks.
- When during the school day, students should attend school before and after the appointment. Early and late day appointments minimize lost learning time.
- When a chronic medical condition requires frequent appointments, the school has the discretion to consider the absences *uncounted medical*, but this should be the unusual exception, not the rule. These absences require documentation including a hand signature from the treating physician, the time of the appointment and the time released from the office/clinic, and include the statement that school was missed for medical necessity. If the student has a long term illness a 504 plan should be considered.
- A note that simply states the student was seen, or is under the treatment of the practice, is not sufficient for an absence (full or part day) to be *medically uncounted*. It can be noted that the absence is **Confirmed** (explained), but it is still a *counted absence*.

The guiding principal is that every minute matters. Lost learning activities are never fully recovered. Time away from school, like time away from a job, is a limited and precious resource that requires active and judicious management.