



## PARENT NOTIFICATION OF INSTRUCTIONAL PLAN

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To: Parent/Guardian  
 RE: Instructional Plan for Student with a Chronic Medical Certification  
 FR:  
 School:  
 Date:

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Dear Parent/Guardian:

Your child has a Chronic Medical Certification on file at . This does NOT automatically excuse absences so it is important that you continue to call them in. Contact **the attendance office at** and **report the absence as “chronic illness.”**

Attached is the Instructional Plan (JHD-E2) that each teacher received via e-mail. Please notify teachers of anticipated absences. *It is your responsibility to contact at to request missed work/homework.* It is also a good idea to contact each teacher for ongoing communication and progress reports. Each teacher will have informed you the best way to contact them (phone or e-mail). The assignments will be placed in the office for pick up (24 hours after request). will assist you when you arrive to pick up the homework and when you return the homework. Finished assignments must be returned in a timely manner, as agreed upon between the teacher and you or your student.

The attached instructional plan is for absences only. If you feel your child needs further instructional accommodations please contact your child’s school to request an evaluation to determine whether your child should be considered for a Section 504 accommodation plan (if he/she doesn’t already have one).

The health office is also available to assist you. If there is a change in your child’s medical status, or if you have any questions or concerns please don’t hesitate to call the health office at .

Sincerely,