

Absences – ESY 2019

Staff Absences

Please be aware that we need you and are expecting that you will be here! However, if you will be absent, please do the following:

Pre-planned Absences

Notify Mindy via e-mail (esy@casedupage.com)

Report the date of your scheduled absence to Wendy in the main office

Unplanned Absences

Notify Mindy:

Text/phone: 630-363-0880

Teachers are expected to have emergency plans available.

Student Absences (for 1:1 paraprofessionals)

When students are not in attendance, 1:1 paraprofessionals will be assigned to another classroom or be used in the office. Please report the student's current or upcoming absence to Wendy as soon as you know.