

APS Educational Supports for Students Experiencing a Long Term Medical Absence Guidance Document

Per parent/guardian notification of a long-term medical absence (10 or more consecutive school days) of their student, the school will provide information regarding the APS Educational Supports for Students Experiencing a Long-Term Medical Absence (LTMA). The school shall also provide the contact information of the 504 coordinator who acts as the contact person for the student needing an LTMA plan.

****If a student in need of a long term medical absence has an Individualized Education Plan (IEP)*, the Special Education Head Teacher will be notified. The Head Teacher will provide information on services available to Special Education students.**

-The school will provide the parent/guardian with the Statement for Determining Student Long-Term Medical Absence Form or the parent can access the form through the school's website. *See attachment A*

-The parent/guardian will give the Statement for Determining Student Long-Term Medical Absence Form to the medical provider. The medical provider may fax the completed form to the designated 504 coordinator or the family may bring it directly to the school.

-The 504 Coordinator will review the medical provider documentation to determine eligibility.

If the student is **eligible**:

- The 504 Coordinator will schedule a meeting with the parent/guardian, core teachers, counselor and/or registrar (Educational Support Team) within 48 hours of receiving the completed Statement for Determining Student Long-Term Medical Absence Form.
- The Education Support Team will develop an individual support plan that will specify the alternate form of education. *See attachment B*
- The 504 coordinator will coordinate with the attendance clerk, registrar or designated attendance employee to ensure that the medical absence is documented correctly.

If the student is **not eligible**:

- The 504 coordinator will notify the parent/guardian.
- The 504 coordinator will document the notification in the Parent Contact Log in Synergy.