



*Where Students Come First*

1700 S. O'Plaine Rd, Green Oaks, IL 60048 • (847) 367.4120 • [www.ogschool.org](http://www.ogschool.org)

November 13, 2023

Dear parent/guardian,

Our goal every school year is to ensure that every student attends school as much as possible. Attending school regularly provides students the opportunity to build routines that help reduce stress, connect to their friends and teachers, and maximize their learning.

We understand that there are times when a student must miss school. Regardless of whether or not absences are excused, excessive absences affect a student's academic, social and emotional progress. It is important to note, the State of Illinois considers chronic absences of more than 10% of the total school year, 18 days, to be excessive. It is important to note, chronic absences include both excused and unexcused absences. For additional information, please see that attendance section of the [2023 student handbook](#).

If absences are due to vacation, Oak Grove School discourages family vacation during the school year. When it is unavoidable, families are asked to notify the school in advance of prolonged absences. For additional information regarding long-term absences, please contact Karen Draths at 224-424-4723.

Hopefully, by working together, we can minimize the number of times your student is absent from school in the future. It is our goal to maximize the learning of each and every student. Please don't hesitate to reach out with any questions or concerns.

Sincerely,

Joseph O'Malley  
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