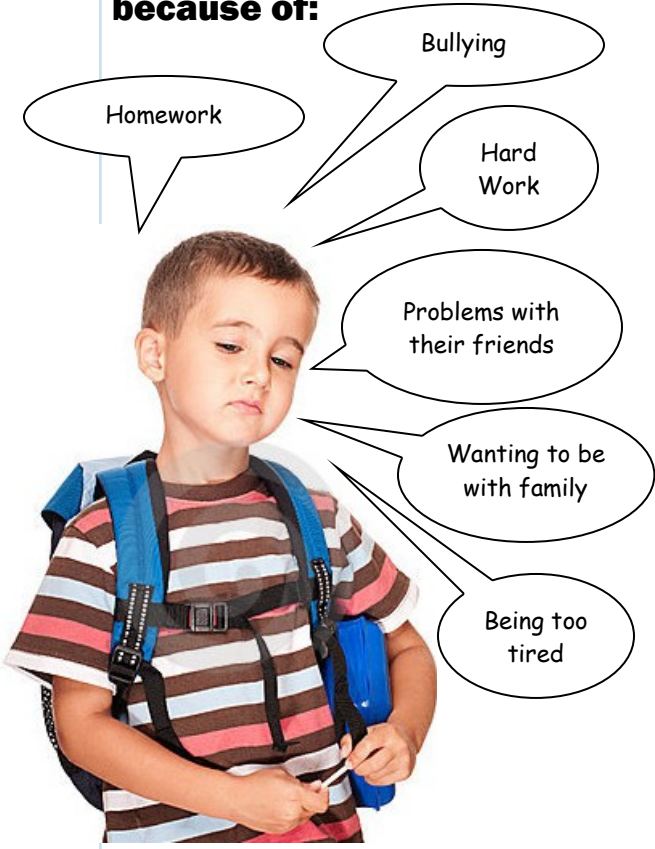
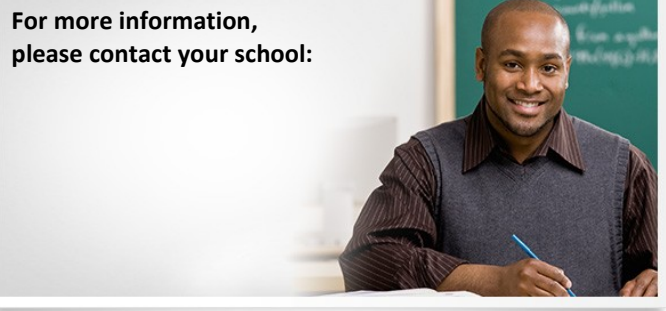


**Sometimes students don't want to go to school because of:**



Talk to someone at school who will listen and understand, such as your teacher, nurse, counselor or assistant principal.



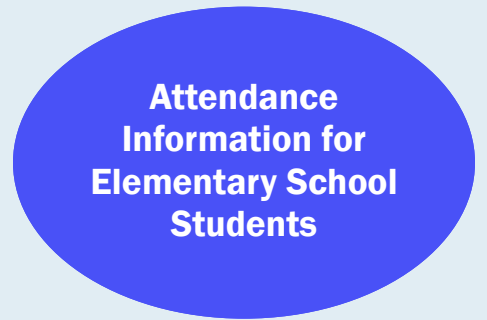
For more information, please contact your school:

**Don't stress!**

Regular attendance in school leads to a world of opportunities as you grow up. However, when students are absent, they sometimes feel like they are lost because of missed classroom instruction time. To avoid this from happening to you, here are some tips to help you with organizing your homework and time. Your school success can be greatly improved by being organized and using your time wisely.

- ☑ **Homework and Other Helpful Tips**
  - Start homework with your most difficult assignment. That way, as you grow tired, the "hard stuff" is done.
  - Finish one assignment before you start the next.
  - Set goals and update them often.
  - Make a TO DO list for homework, chores, activities, etc. Check off each item as it is done.
- ☑ **Staying Healthy and Planning Ahead**
  - Go to bed at the same time every night. Make sure you get 8-10 hours of sleep.
  - Read 10 minutes at night before going to bed.
  - Get ready for tomorrow:
    - Pack your backpack.
    - Lay out clothes for next day.
    - Get mom/dad to sign everything (tests, permission slips, notes, etc.).
  - Eat breakfast every morning!

**Student's Guide**



**Why you need to be at school...**



**Going to school every day is the single most important part of your education. You will learn new things at school every day – missing school will put you behind.**





# Why you need to be at school

## What you need to do...

- ☑ Attend school every day
- ☑ Be on time to school
- ☑ Bring a note for your teacher if you are late to school or if you have to leave for any reason
- ☑ Make sure that your parent or caregiver lets the school know when you will be absent
- ☑ Bring a note to explain why you were absent when you come back to school

Remember, schools want to help you learn



### Teachers at school will:

- Take attendance everyday
- Ask for notes if you have been absent
- Check on your wellbeing if you are absent from school a lot and contact parents

“I never did anything worth doing by accident, nor did any of my inventions come by accident; they came by work.”


Plato

## 9 tips for keeping on track

- ☑ **Take attendance seriously and attend regularly**  
When you come to school regularly and get to class on time you are able to do better and will be happier at school.
- ☑ **Inform the school/teacher if you are absent**  
If you are absent, make sure that your parents or caregivers let the school and teachers know.
- ☑ **Catch up with your teachers**  
If you have been absent from school, make sure you talk to your teachers. They can let you know what work you missed and if you have any homework to do.
- ☑ **Be smart**  
Use a school planner or the family calendar to write down important dates like project deadlines, tests, sports events, field trips, and when your homework is due. Ask your parent or caregiver to make sure that vacations, doctor and dentist appointments are not set during school hours.
- ☑ **Develop social skills and friendship groups**  
School is a great place to make friends. You can learn how to work as a member of the team.
- ☑ **Don't procrastinate**  
When given an assignment, set a goal to finish early to avoid a last minute panic. If it is a major assignment, break it down into smaller tasks to make it easier.
- ☑ **Join clubs or sports**  
Check out what clubs or sports are available at your school. Getting involved will help you make friends and feel part of the school community.



- ☑ **Become work-ready**  
Understand that school helps you become work-ready. Attending school regularly and on time prepares you better for working life.
- ☑ **Access further education and training**  
Understand that schools help you prepare for further education and training. The school work habits you learn today will prepare you for your future!

**LakeCounty**  
Regional Office of Education  
**Attendance & Truancy Division**  
19525 West Washington Street  
Grayslake, IL 60030  
Phone: 847.223.3400  
Fax: 847.223.3415  
www.lake.k12.il.us