



## **Medically Excused Absences and Medical Grades**

### **Courses after the (21) day drop period:**

Kenosha eSchool Program recognizes that there may be times when a student is unable to meet the submission deadlines for their work due to circumstances beyond their control as it relates to personal illness or mental health issues. If this is the case, a claim for a medically excused absence may be made.

In order for a student to be considered medically excused from completing work in an eSchool Program course, or changing a failed grade into a (M) medical grade, the following criteria must be met:

1. All evidence must be contemporaneous to the assessment period in which the claim is being made. Evidence to corroborate illness must be provided by an authorized medical professional. Wisconsin State Statute 118.15 (3) (a), states an authorized medical professional is a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal.
2. An authorized medical professional would need to provide the specific date(s) and time(s) in which a student was unable to complete any eSchool Program work. Where possible, supporting statements should be provided on letterhead or come directly from the authorizer's e-mail address. Evidence in support of a claim must be legible and dated; poorly scanned, cropped (missing information), or faded evidence will not be accepted. Examples of supporting documents would be:
  - Doctor's letter or certificate confirming an illness that clearly identifies the time period in which the student was unwell that corresponds directly to the assessment period in which the claim is being made.
  - Hospital admission and discharge letter to confirm time spent in hospital.
3. Evidence must be accompanied by a certified translation if written in a language other than English. It is the responsibility of the claimant to have evidence independently translated and to bear any costs incurred.

4. If no evidence is submitted within (14) days of when the request was made, the claim will be rejected. If some but not all of the evidence is submitted, then the claim will be considered based on the evidence provided. The eSchool Program will not be responsible for obtaining evidence on behalf of the student making the claim.
5. Documentation must also indicate that during the time period in which a student was unable to complete any eSchool Program work, he or she was also unable to attend any face to face classes or school activities.
6. The student must have accumulated more than two weeks of course absences
7. If this criterion is met, a student currently enrolled in a course may apply for a course extension, or they may drop the course with an (M) grade.
8. If all criteria have been met, and the class grade has already been recorded on the transcript, the student may retake the course. If a passing grade is earned during the second attempt, the failed grade will be changed to an (M) grade, and the new course grade will appear on a transcript.
9. A decision will be sent in writing to the parent or guardian when a determination is concluded. The decision made by the eSchool Program principal is final.