

## 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 Chair 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 *Medical Provider Statement for Determining Student Long-Term Medical Absence Form*. The parent can access the form through the [APS 504](#) website or request a copy from the school's 504 Chair.

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

-The school's 504 Chair will review the medical provider documentation to determine eligibility.

If the student is **eligible**:

- The 504 Chair will schedule a meeting with the parent/guardian, core teachers, counselor and/or nurse (Educational Support Team) within 48 hours of receiving the completed Medical Provider Statement for Determining Student Long-Term Medical Absence Form.
- The Educational Support Team will develop an individual support plan, *Section 504 Long Term Medical Absence Educational Plan*, that will specify the alternate form of education created to meet your student's needs. The 504 Chair will complete the form located in the MTSS Request for Support and provide a copy to the parents at the end of the Educational Support Team meeting.
- The 504 Chair 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 Chair will notify the parent/guardian.
- The 504 Chair will document the notification in the Parent Contact Log in Synergy.