



45 School Street  
Philippi, WV 26416

**COMMITTED TO LEARNING FOR ALL**

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## Procedure for Meeting Chronic Illness Designation

1. The doctor providing the documentation must be a specialist in the area of the disorder.
2. A diagnosis of the disorder must be provided.
3. The diagnosis must specify why the student should/needs to be excluded from the school setting.
4. There should also be an anticipated number of occurrences per month provided.
5. The IEP/SAT committee must meet and approve the request for the issue to be recognized as a Chronic Illness.
6. The IEP/SAT must meet quarterly to verify the need to continue the Chronic Illness designation.
7. This complete process must be followed annually, with the designation concluding at the end of the school year.
8. Parents must provide a note for every absence. When absent due to the identified chronic illness, the note is to reference this designation.
9. The absences associated with the identified Chronic Illness Designation will be part of the student's official school attendance record.