

PLANNED ABSENCE FORM

The purpose of a planned absence is to provide students and their families some flexibility in arranging family vacations, educational or vocational visitations and family emergencies or obligations such as out-of-state graduations or weddings.

The form is required of students who anticipate an absence of 1 to 5 days. A maximum of 5 days of absence can be requested. The planned absence form is to be obtained from the Attendance Office one week in advance of the absence, and must be signed by the student's parent and his/her respective teachers. To be approved, **the signed form must be returned to the Attendance Office at least 3 (three) days before the anticipated absence from school.**

The Administration reserves the right to reject these applications if it is deemed to be in the best interest of the academic status of the student to remain in school. If a student and the parents opt to disregard an unapproved planned absence, all days of such an absence will be considered unexcused. Teachers wish to remain cooperative with all students. Parents and students should understand, however, that teachers are not responsible to provide tutoring to students upon their return from a planned absence.

PROCEDURES

1. Student obtains a Planned Absence Form from the Attendance Office **one week** in advance of the requested absence.
2. Student obtains the signatures of each classroom teacher at least **3 days** in advance of the last day before the absence. Teachers check responses, add comments, and sign the form.
3. Student shares any Teacher concerns with the parent/guardian.
4. Parent and student sign the request/agreement statement.
5. Student returns the completed form to the Attendance Office at least **3 days** before the departure date.
6. Students may request a copy of the Planned Absence form for their records.
7. **Students are permitted one school day after their return for make-up work, unless otherwise arranged with the teacher.**
8. **No planned absences will be granted during semester or final exams.**
9. **Any student that has accumulated more than 10 days of absence will need to meet with their administrator.**
10. **Documentation must be provided for all college visits.**
11. Students are to check with the Attendance Office to confirm approval before departure.

FAILURE TO COMPLETE THESE NECESSARY STEPS WILL RESULT IN THE ABSENCE BEING RECORDED AS UNEXCUSED.

Reason for the request:

Student Name: _____ I.D. # _____

Grade _____

Has requested to be absent from school on _____. This is a total of _____ school days. You are asked to provide the information and assignments requested.

Teacher: _____ Academic Subject _____ Period _____

_____ A. Make up work will be/has been arranged.

_____ B. Date _____ that has been arranged for student to make up tests/quizzes.

_____ C. May result in a significant grade change.

_____ D. May result in failure of the nine (9) weeks or course.

Comments: _____

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Comments: _____

PARENT AND STUDENT REQUEST/AGREEMENT

We have read the policy statement. This request is made with our agreement to abide by the Board approved stipulations. We understand that:

1. Teachers are not responsible for allotting time for tutoring students upon their return.
2. Prior to the student's absence, the Teacher and the Student must arrange a schedule for test/Quizzes to be made up.

Student signature

Parent signature

Date

Phone Number

Date

Attendance Principal

Student needs a copy of this form?

YES

NO

Revised 4/14