

**PLANNED ABSENCE FORM  
NORTH OLMSTED CITY SCHOOLS**

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.

This form is required of students who anticipate an absence of 2 to 5 days. The planned absence form is to be obtained from the school secretary 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 Principal at least 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 interests 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 as being unexcused and no work will be provided for make up. 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. Nor are teachers expected to give work in advance. All assignments will be given to the student upon his or her return.

**PROCEDURES**

1. Student contacts the school secretary at least **one week** in advance of the requested planned absence to obtain a Planned Absence Form.
2. Student presents the form to each classroom teacher at least **three days** in advance of the last day in attendance. Teachers check appropriate 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 presents completed form to the Principal at least three days before departure date.**
6. Students are to check with the school secretary to confirm approval before departure.
7. Students may request a copy of the planned absence form in order to have a record of their assignments.
8. **Students are permitted one school day after their return for make up work, unless otherwise arranged with the teacher.**

**Failure to complete these necessary steps will result in the absences being recorded as unexcused.**

Reason for the request: \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **I.D. No.** \_\_\_\_\_ **Grade** \_\_\_\_\_

has requested to be absent from school on \_\_\_\_\_. This totals \_\_\_\_\_ 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 for nine (9) weeks or course.

Comments:

Teacher: \_\_\_\_\_ Academic Subject: \_\_\_\_\_ Period \_\_\_\_\_

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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 student must arrange a schedule for tests/quizzes to be made up.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

**Student needs a copy of this form?**

**Please Circle One**

**YES**

**NO**

Revised 10/08/13