

STUDENT PLANNED ABSENCE REQUEST

Dear Parent,

PLEASE PRINT STUDENT NAME _____

State Statute places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for pupils to be out of school for any reason other than personal illness, death in the family, quarantine, detained by parent for necessary work, and religious holiday. It is, therefore, the responsibility of the parent and child to make up all work missed.

For pupils who will be absent due to vacation (or similar reason), the following procedure is to be observed:

- A. Notify the school principal of the dates of absence at least three (3) days in advance of departure by completing this form.

REASON FOR REQUEST _____

DATES OF REQUESTED ABSENCE _____

Parent's Signature

Student's Signature

- B. The student should make up as much of the work to be missed as possible before departure. The initiative for securing assignments from teachers rests with the pupil and parents. It is then the responsibility of the student to accomplish the work to be covered and to have it back to the teacher on the day they return from the absence.

- C. Signatures must be from the following: (1) teachers (2) parents (3) principal. Teachers will sign this form when arrangements for school work have been completed. Administrators may approve or disapprove the absence request depending on the student's grades and attendance.

- D. PLANNED ABSENCES ARE LIMITED TO 5 DAYS PER SCHOOL YEAR. SUBSEQUENT ABSENCES WILL BE UNEXCUSED (EVEN IF THIS FORM IS COMPLETED). PLANNED ABSENCES DO COUNT TOWARDS 10 DAYS OF ALLOTTED ABSENCES AND TOTAL FOR LOSS OF CREDIT. DAYS IN EXCESS OF 10 DAYS WILL NOT BE APPROVED.

| <u>Period</u> | <u>Teacher's Signature</u> | <u>Subject</u> | <u>Current Grade in Class</u> |
|---------------|----------------------------|----------------|-------------------------------|
| <u>1</u> | _____ | _____ | _____ |
| <u>2</u> | _____ | _____ | _____ |
| <u>3</u> | _____ | _____ | _____ |
| <u>4</u> | _____ | _____ | _____ |
| <u>5</u> | _____ | _____ | _____ |
| <u>6</u> | _____ | _____ | _____ |
| <u>7</u> | _____ | _____ | _____ |
| <u>8</u> | _____ | _____ | _____ |
| <u>9</u> | _____ | _____ | _____ |

OFFICE USE ONLY

Grades _____

Discipline _____

Attendance _____

Fees _____

Approved by (Administrator): _____ Date: _____

6/4/10

