



**PLANNED ABSENCE REQUEST FORM  
2016-2017**

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PRINCIPAL FOUR (4) SCHOOL DAYS BEFORE THE PROPOSED ABSENCE.

PLEASE READ THE INFORMATION ON THE OTHER SIDE OF THIS FORM.

Student's Name	Grade
Proposed Date(s) of Absence	
Specific Reason for Absence	
Parent/Guardian Signature	Date

**Current Academic Performance (To be completed by the student's teacher(s))**

Class/Subject	Estimated Grade	Teacher's Signature

**School Attendance (To be completed by the attendance secretary)**

Number of absences during the 1st semester of the current year		Number of absences during the 2nd semester current year	
Excused	Unexcused	Excused	Unexcused
Number of <u>unexcused</u> absences during the prior school year		⇒	
Number of tardies during the 1st semester of the current year		Number of tardies during the 2nd semester of the current year	
Dates of any previous planned absences during the current school year			

**Principal's Determination**

Date(s) Excused	Date(s) Unexcused
Principal's Signature	Date
Will a consequence result from this absence?	YES                      NO

**Planned Absence:** Family vacations and trips taken during school time are strongly discouraged. Any absence in excess of three days for a family trip will be considered an unexcused absence for which consequences will be applied. The school year may be extended beyond the originally scheduled date or vacation days converted to school days to make up for days cancelled. Any days added are instructional days and planned absence requests will not be approved. Absences on unapproved days will be counted as unexcused, for which the student may experience consequences. A student may have only one (1) planned absence per school year. **The student or parent must submit to the principal a completed Planned Absence Request Form at least four (4) school days before the proposed absence.** The form can be obtained from the school office. Submission of the request does not guarantee permission that the absence will be granted. Failure to submit the planned absence request as required will result in the days being counted as unexcused absences. Teachers may, but are not required to, provide assignments in advance of the absence. *Planned absence days will count toward the four-day limit and the designation of excessive absenteeism.*

**Planned Absences WILL NOT be excused in the following circumstances:**

- A. During the last two weeks of the first and second semesters;
- B. During ISTEP testing sessions 2/27/2017 – 3/10/2017 AND 4/17/17 – 5/5/2017;
- C. During IREAD-3 testing sessions (3<sup>rd</sup> grade students) 3/13/2017 – 3/17/2017;
- D. During ECA testing sessions, please check with high school counselor before scheduling a trip.
- E. A student who already has designated as having excessive absenteeism.

**Planned absences will be denied for students with excessive absenteeism, excessive tardiness, any unexcused absences during the current school year, or poor grades.**

**Make-up Work After an Absence**

The responsibility for making up missed work for an excused absence rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate, by checking on Harmony or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office by 8:30 a.m. and requesting all assignments be sent to the office. The work will be available by the end of the school day. The student will have one day for every day of absence to make up work, with the exception of planned or pre-arranged types of absences.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up policy. In the event of a prolonged absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz and who is absent on the day of the test/quiz shall take the test/quiz the first day he/she returns to school. Students who are absent due to an out-of-school suspension are required to complete the school work that was missed during the absence. No credit will be given for work completed during absences due to an out-of-school suspension. Full credit will be given for school work done during an in-school suspension.

**Consequences for Absences**

Any absence in excess of three days for a family vacation or trip will be considered an unexcused absence for which consequences will be applied. Consequences may include:

1. Denial of credit in class or classes;
2. Assignment of detention hours for each hour of school or class period missed;
3. Denial of participation in extracurricular events;
4. Suspension or expulsion from school;
5. Charges filed for education neglect;
6. Parents/Guardians served legal notice.

Any classroom work and assignments missed are due upon the first day the student returns to school, unless otherwise arranged by the teacher. Teachers are not required to provide classroom work in advance of the absence.