

# BEXLEY HIGH SCHOOL PLANNED ABSENCE

(Read reverse side, complete form in entirety and print legibly.)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Are you an in-season athlete? Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Full Day: \_\_\_\_\_ Partial Day, leaving/arriving at: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

<u>Period</u>	<u>Teacher Signature</u>	<u>Grade / Absences</u>	<u>Comments</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Parent Signature/Parent Note: \_\_\_\_\_

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

**OFFICE USE ONLY**

Date Received by Office: \_\_\_\_\_ (must be 3 school days prior to absence)

Notes: \_\_\_\_\_

Student has received: 10 day absence letter \_\_\_\_\_ 15 day absence letter \_\_\_\_\_

Absence is: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

Administrator Signature: \_\_\_\_\_

## PLANNED STUDENT ABSENCES

As stated in the Absence from School section, state law defines the circumstances in which a student's absence is considered excused. District policy does allow the building principal the opportunity to define a student's absence as excused when there are extenuating circumstances. Please note the following procedures for requesting that a planned absence from school be considered excused.

1. A Planned Absence form should be completed and submitted to the building principal **three school days** prior to the absence. (**Example:** Amy will be leaving on Thursday for a college visit. Her Planned Absence form would need to be filled out by all of her classroom teachers and turned in to the building principal by Monday morning. This would allow for the 3-day requirement.) The student must present a note from their parent explaining the absence in order to receive the form from the Attendance Secretary. Each of the student's teachers must complete a section of the form before it is submitted to the principal.
2. Any absence from all or part of a school day that is not within the state definitions (see above) of an excused absence requires prior approval from the building principal.
3. Medical appointments (including dental) do not require a Planned Absence form if the student returns to school with an appointment verification card from the medical office.

In reviewing a Planned Absence form, the student's attendance and academic performance will be considered. In general, students with acceptable school attendance and passing grades will be granted an excused absence. A request for an excused Planned Absence may be submitted as early as necessary so that families can make appropriate long-range plans.

Planned Absence forms should be submitted for the following reasons:

1. Family vacations
2. College visits - Verification from the college must be submitted once the student returns from the visit.
3. Non-school related activities or functions

We understand that students may need to miss school for special events and vacations. These procedures will provide an opportunity for teachers and students to make appropriate plans. If a student fails to follow these procedures, the absence may be considered unexcused and no credit will be granted for work missed during the absence.

**These procedures should be used for missing all or part of a school day.**