

Pre-arranged Absence: Guidelines and Procedure

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Student/parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated. There are seven acceptable reasons listed by the State of Ohio for student absence from school. Based upon this law, family vacations or college visits are considered to be unapproved absences.

When a parent/guardian feels it is necessary to initiate an unapproved absence from school, the parent/guardian and student must follow this procedure to receive credit for work missed due to an unapproved absence:

1. Obtain and complete a *Pre-arranged Absence Request Form* from the school office.
2. Return the completed form, signed by the student's teachers to the school office **FIVE SCHOOL DAYS** prior the first day of absence. The Building Principal/Designee will then approve or disapprove the absence and inform the student of his/her action.
3. The student/parent assumes full responsibility for obtaining all assignments and materials in advance that will be covered during this absence.
4. All assignments given in advance of the absence must be completed within the same number of school days the student was absent, but up to a maximum of five days.
5. Examinations, lab work, and work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.

Finally, parents, guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for *Pre Arranged Absence* shall become a permanent part of the student's record. Questions should be directed to the Building Principal.

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Pre-arranged Absence Request Form



Instructions: Student/Parent will complete the following information regarding the pre-arranged absence and return the completed form to the building administrator/designee five days prior to the first day of the pre-arranged absence. See over for details

Student's Name _____ Grade Level: _____

1. Reason for absence: _____

Requested days absent from school _____ To _____
(month/day/year) (month/day/year)

Date return to school _____
(month/day/year)

2. Student and parent have read the *Pre-arranged Absence Procedure* (on the back of this form) and accept responsibility for compliance with it.

(Parent signature) (Date) (Student signature) (Date)

3. Student will inform, and obtain a signature from all scheduled teachers prior to absence.

SUBJECT

Teacher's Signature
(indicates awareness and not approval)

4. Final Action

Approved Not Approved

Signature of Administrator _____

Date

(over)