

AVON LAKE CITY SCHOOLS PLANNED ABSENCE FORM

Absence, due to a set of circumstances judged by the administration to constitute good and sufficient cause for absence from school, may be approved for up to five (5) days per school year, and counted as excused absence. Reasons for such absence may include college visitation, retreats, participation in non-school athletic events, or family matters out of town. By State Law, students will be counted as unexcused when out of school because of family vacation. The vacation absence days are included in the total accumulated absences.

Please complete this form and return it to the school office at least one week, five (5) school days, prior to the date of planned absence. Failure to complete the appropriate form and provide the appropriate documentation (if necessary) will result in the absence being counted as unexcused. Planned absence days will not be approved during testing weeks.

Procedure

The building administrator is authorized to approve planned absence/vacation requests under the following provisions:

- The family planned absence/vacation is necessary during the school year and the student is accompanying his/her parents on planned absence/vacation. Parents should not request planned absence/vacation days that take place after May 15th.
- Total planned absence/vacation days for the school year shall not exceed ten (10) school days.
- Arrangements with teachers to obtain classroom assignments are made by parents and/or students through the office, one week prior to the departure date.
- One (1) make-up day for each day of absence shall be approved (2 for 2, 3 for 3, etc.)
- It is understood that the class activities missed can never be made up, and that completion of the assigned make-up work is important to a child's education.

Parent's Request

Student, _____ is requesting permission

for the following dates of planned absence.

Dates of Planned Absence: _____ / _____ / _____ to _____ / _____ / _____

Parent Signature

Date of Request

Administrator Signature

Date of Approval

Please mark reason
with an (X)

____ Vacation

____ Retreat

____ Family Matter

____ Non-school
athletic event

____ Other

All missed assignments must be completed and turned in to the teacher no later than

Day of week

____ / ____ / ____
Month Day Year

-Original for Principal's records
 -Copy for student/parent
 -Copy for teacher