

Planned Absence Request

Section 3321.04 of the Ohio Revised Code is quite specific in its statement on compulsory attendance of students. The Ohio State Board of Education Regulations Governing Excuses from Future Attendance provide for some flexibility in the issuance of excuses for some absences. Under terms of this flexibility, provision is made for <u>planned absence</u> including one of the reasons listed below. By Board Policy, a student will only be allowed to miss 10 consecutive school days or 15 days unexcused absences a semester. Strictly interpreted a planned absence will only be considered an excused absence for the reasons stated below.

- A. Personal illness or a medically necessary leave (with physician confirmation)
- B. Illness in the family necessitating the child's presence (with physician confirmation)
- C. Ouarantine of the home
- D. Death in the family
- E. Necessary work at home due to a parent / guardian's absence or incapacity
- F. Observation of bona fide religious holidays
- G. College visitation
- H. Out of State travel to participate in District approved enrichment or extracurricular activities
- I. Emergency or other circumstances determined by the Superintendent as constituting good and sufficient cause.
- J. Student vacations with their family (not another student's family) with prior approval

In the event of a planned absence, please follow the below protocol.

- 1. Student and/or parent in advance of planned absence, obtain from the school office a *Planned Absence Form*.
- 2. Student and/or parent complete the *Planned Absence Form* and submit it to the Principal's Office at least 5 school days prior to the planned absence. The deadline may be waived in the event of an emergency.
- 3. Upon return to school it will be the responsibility of the student to make up all missed assignments, assessments or academic projects based on the discretion of the school. The completion of this work must be within a reasonable amount of time.

School officials understand the need to accommodate a student's planned absence. However, a student who is absent without excuse is considered truant. Therefore, it is requested that the <u>Planned Absence</u>

Form be completed if your child will be requesting approval for a **planned absence**.



PLANNED ABSENCE FORM

Today's Date:	ä
Student Name:	
School:	Grade:
Reason for Absence:	
);
Dates of Absence:	
First day of absence	Date of return to school
planned absence. Upon return to school m	ned student. The student will be engaging in a by student will make up all missed assignments, ely manner based on the discretion of the school.
Parent/Guardian Signature	Date

SRT 2/13/19