



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

PLANNED ABSENCE FORM

Today's Date: _____

Student Name: _____

School: _____ Grade: _____

Reason for Absence:

Dates of Absence: _____ to _____
First day of absence Date of return to school

I am the parent/guardian of the above named student. The student will be engaging in a planned absence. Upon return to school my student will make up all missed assignments, assessments or academic projects in a timely manner based on the discretion of the school.

Parent/Guardian Signature

Date