



Planned Absence from School

Parents: If you plan to take your child out of school for a few hours or days, please use this form as your note to the school explaining the reason for your planned absence. Please note, too, the Absence Policy in the Parent & Student Handbook, repeated at the bottom of this form. In addition, please note the number of days which your child has already accrued. It is important that students attend all classes and that vacations be planned during school holidays. However, the parents have the freedom to make plans which best suit their family.

To the Parents of K-6 students or to the 7th-12th student: It is your responsibility to take this form to all the student's teachers and to submit all written work prior to your absence (or immediately after you return, depending on the requirements of each individual teacher.) **Planned absences are NOT equivalent to an absence for illness, so the work missed will not warrant extra time to complete. Failure to complete assignments will result in zeroes.**

Student's Name: _____ Grade: _____

Date(s) of planned absence: _____

Reason for absence: College visit Medical/Dental procedure
 Family trip Other (Explain in the note below)

⇒ Signature of Parents: _____

⇒ Signature of Head of School: _____

⇒ Number of absences this student currently has for the Quarter: _____ Semester: _____

Planned Absences: A planned absence is any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable, such as doctor or dentist visits, programs that are not school-related, family trips, etc. In the event of a planned absence, it is the student's responsibility to have all work completed *prior to leaving* or *upon return* to school. Any make-up work not completed will be subject to each individual teacher's penalty for late work. Although we will cooperate with families who are unable to schedule family vacations or hunting trips during school holidays, **when extended absences are voluntary (vs. emergency or illness), all school work must be completed before or by the end of the absence.** Some exceptions can be made by individual classroom teachers, depending upon the nature of the work or assignment.

Absence Policy

- 1) In the event the total number of **planned absences** for one quarter is equal to or exceeds *five days in one quarter* or *ten days for the semester*, the student will **not receive credit for that grading period.**
- 2) In the event a student is absent from a class, or from school, for *more than ten days during one quarter* (for any reason), the student will **not receive credit for that quarter.**
- 3) In the event the total number of absences, whether planned or unplanned, is equal to or exceeds *fifteen days in one semester*, the student will **not receive credit for that semester.**
- 4) All 9th-12th grade students must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive an INC (incomplete) in place of the grade in the pertinent course until the missed exam is completed. ***Semester exams and final exams will not be administered early.***
- 5) Upon request from parents, the Board is authorized to waive requirements set by other provisions of this policy. In doing so, it shall take into account the *student's mastery in all subjects, attitude toward school work, and academic and disciplinary record at school.*

