

PRE-PLANNED ABSENCE APPLICATION INSTRUCTIONS

This application is to be used when students know in advance they will be missing school days, due to family obligations, religious observations, college visits or other non-school related youth type organizations during school hours. If a student is planning on missing consecutive days please fill out the pre-planned absence form. Submit this form to the attendance office five (5) school days prior to the absence. Please plan appropriately to limit days missed during the school year. The pre-planned application is important piece to a student getting homework ahead of time and having communication with teachers before leaving. This will help make things less stressful on the student and teacher upon their return to school.

HOW TO COMPLETE APPLICATION:

1. Fill out name, grade, and dates you will be missing school.
2. Take sheet to teachers of classes you will be missing. Discuss a plan for completing assignments issued during your absence. Please confirm when make-up work will be due.
3. Fill out the reason for the absence. Then finalize form with student and parent signatures.
4. This form should be completed in its entirety and submitted to the attendance office five (5) school days prior to the absence.
5. To be eligible for a school-approved **college visit documentation must be provided** to the attendance office following the college visit.
6. College visits are highly encouraged. Many college open house opportunities are scheduled for weekend days throughout the year~ consult the bulletin board that is located in the School Counseling Office for these dates. Two college visit days per school year is the limit for our juniors and seniors. A verified college visit absence will not be counted against a student's perfect attendance or ECAP level.

PLEASE NOTE THE FOLLOWING:

- Most pre-arranged absences are excused. Although, once ten (10) total absences have been reached for the school year without doctor documentation, Pre-arranged absences become "Absences of Concern". The attendance office will contact you if the absence has been denied and is not excused.
- If an absence must occur in the last 5 days of the semester a "Request for change in Final Exam" form must be submitted to the attendance office a week in advance to be considered.
- Days taken during ISTEP (or) ECA testing will be considered unexcused and an "Absence of Concern". Students will be required to reschedule testing during the state testing window.
- The principal or his designee on an individual basis may consider extenuating circumstances.

For a more thorough explanation of the attendance policy, please consult the Student Handbook Guidelines for Pre-Planned Absences.