

CONTEMPLATED ABSENCE FORM

When possible, family trips should be planned so as to not interfere with student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10) days per school year. According to State Statute 118.15 and District Policy 431, a student may be excused for no more than 10 days of pre-planned absences per school year. **Any days after the 10 days will be unexcused.**

STEP ONE: ABSENCE DETAILS

To Be Completed by Parent/Guardian

I request that (Student's Name): _____ be excused from attendance at school on

Date(s) of Contemplated Absence: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

To Be Completed by Office

Current year absences:

Unexcused _____ Excused _____ Vacation _____ Medical _____

Last year's absences:

Unexcused _____ Excused _____ Vacation _____ Medical _____

_____ District or state testing will occur during requested absence. Test title _____

_____ Absence approved.

_____ Absence approved with reservations. See comments below.

_____ Absences not approved. Absences may be documented as unexcused. See comments below.

Comments: _____

Administrative Signature

Date

STEP TWO: Student Acquire Teacher's Signature

The student will be required to ask for teacher signature and work from when he/she will be absent. Teachers are asked to specify the assignments that are required and sign their names. Teachers may require work to be completed prior to absence. It is not always possible for missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

Hour/Class	Assignments	Due	Signatures

STEP THREE: Return Completed Form to the Office for Attendance Entry