

STEP ONE: To Be Completed by Parent/Guardian

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.

request that (Student's Name):		b	be excused from attendance at school on	
Date(s) of Contempl	ated Absence:			
Reason for Absence:				
** Please be sure	to follow the guidelines for trav	vel. Click here to read t	he OASD Stu	dent Travel Information.
Parent Signature:		Date:		
1				
	ent Acquire Teacher's Signa equired to ask for teacher signatu			
t is not always possi	ents that are required and sign theight ble for missed schoolwork to be proom. If homework is provided ahe turns to school.	epared ahead of time. So	me work may	be very difficult to complete
Hour/Class	<u>Assignments</u>		<u>Due</u>	<u>Signatures</u>

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

To be filled out 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

A completed form will be returned to the family.