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## Planned Absence Request

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of planned absence requested: \_\_\_\_\_

Reason for Absence:

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It is important for students to be in school every day. Regular attendance is closely linked to academic success. Ensuring your child's regular attendance helps to communicate a strong message that education is important. Planned absences for family vacations are strongly discouraged. If you know your family will be away, please fill out this form and return it at least 7 days before the absence. A planned absence for a personal or educational purpose that is pre-approved will count as an excused absence. Without pre-approval, these absences are considered unexcused and may lead to truancy. Truancy is defined as 7 or more unexcused absences. (See: Compulsory Attendance, Policy JEA)

Although teachers may be able to provide some make up assignments, it is very hard to replicate the quality of assignments and instruction that result from daily classroom interactions. Teachers are not expected to provide materials before an absence. Daily writing and reading while away are typically a good way to capture memories and capitalize on these experiences.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Excused

Unexcused