

ORANGE CITY SCHOOLS PRE-PLANNED ABSENCE FORM

STEPS to COMPLETION:

1. Parents/students, complete and sign form
2. Have teachers complete and sign form
3. Return form to Attendance Office THREE (3) DAYS PRIOR to absence

Student Name: _____ Phone: _____ Date: _____

Student ID #: _____ Grade: _____

I, _____, request that my son/daughter be absent from school for _____ days;
Parent Signature (# of days)
 from _____ through _____
(inclusive)

CIRCLE REASON FOR ANTICIPATED ABSENCE:

1. Religious holiday
2. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school; please explain _____
3. Special family circumstances
4. College visitations; name of school: _____
5. Family vacation
6. Other; please explain: _____

TEACHERS: Please sign below. Write any comments you wish to make.

Subject Missed	Teacher's Signature	Comments

See Student Handbook for rules regarding *make-up work*.

 FOR OFFICE USE ONLY

_____ Date _____

MAKE-UP WORK

Students who have an absence from school are expected to make up missed work. It is the student's responsibility to see their teacher(s) immediately upon return to arrange for the work missed. A student must be given, at least, the same amount of time to make up the work, as the student was absent from school.

However, assignments given prior to an absence (including AEP and Out-of-School Suspension) are due upon return to school.

Tests missed due to an excused absence or an excused, pre-planned absence will be taken on the day of return.

Late arrival and early dismissal does not excuse a student from his/her classroom responsibilities. Every reasonable attempt must be made to consult with the teacher before an early dismissal or immediately after a late arrival.

Time missed from class due to an out-of-school or in-school (AEP) suspension is to be considered an excused absence and all work is due upon return to class.

If a student is absent, assignments may be requested directly from the teacher via e-mail or phone or by use of Schoology. Any student absent for an extended time should contact their Guidance Counselor.