

ORANGE HIGH SCHOOL PRE-PLANNED ABSENCE FORM

Orange City Schools • Pepper Pike, Ohio

I.D. # _____ Date _____ Grade _____

Name of Student _____ . I request that my son/daughter
be absent from school _____ number of days from _____ thru _____ inclusive.

Reason: _____

I understand that each teacher will sign this form indicating he/she is aware of the impending absence and will sign this form indicating he/she is aware of the impending absence and will have the opportunity to make assignments.

The student agrees that all assignments, quizzes and tests must be completed according to the specifications of the classroom teacher.

The school is taking no responsibility to see that the student makes up this work. Parents will assume responsibility and should know that it could affect school marks.

Parent Signature _____ Daytime Phone Number _____

Teachers, please sign below. Write any comments you wish to make.

| SUBJECT MISSED | TEACHER'S SIGNATURE | COMMENTS |
|----------------|---------------------|----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

The following are acceptable reasons for student absences:

- 1. Personal illness
- 2. Illness in family
- 3. Quarantine of the home
- 4. Death in the family
- 5. Work at home due to absence of parents
- *6. Religious holiday
- *7. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school
- *8. Special family circumstances
- *9. College visitations
- *10. Family vacation

***Only these reasons require the pre-planned absence form**

On days of high absentee rate because of religious obligations, teachers shall refrain from introducing new materials; assigning homework, testing, having field trips, or other activities requiring full participation of the class. Tests shall not be given on a day following a religious holiday.

Any pupil wishing to be excused from school for other than 1, 2, 3, 4 or 5 may pick up a Pre-planned Absence form from the principal's office, have it signed by his/her teachers, then approved by a parent, and file it with his principal. All of these conditions must be met before such absence takes place. The principal is to make his decision based upon whether the best interest of the pupil's academic program is served by the absence.

This form must be returned to the attendance office three (3) school days prior to the absence unless extenuating circumstances warrant consideration by the Principal.

Assistant Principal's Signature _____

Date _____