

**OVER****PLANNED ABSENCE GUIDELINES**

Section .3321.04 of the Ohio Revised Code is quite specific in its statement on compulsory attendance of students. The Ohio State Board of Education Regulations Governing Excuses from Future Attendance provide for some flexibility in the issuance of excuses for some absence.

Under terms of this flexibility, provision is made for planned absence including family vacations, college visitation, and non-school sponsored educational activities. This provision is not intended to condone or encourage unnecessary absence on days on which the school is in session. Board policy, in compliance with state law, discourages any unnecessary absences for any reason.

Parents, legal guardians, and students shall assume full responsibility for implementation of this provision for excused absence. This responsibility includes:

- a) Serious condition of the effects that such absence may have upon a student's academic progress.
- b) Proper completion of the Planned Absence Request Form.
- c) Completion of all assignments and makeup work (including tests) as prescribed in the provisions.

A planned absence, to become an excused absence, must meet the following guidelines:

- 1) The student must, in fact, have been absent for the reason stated on the Planned Absence Request Form. In the case of family vacation, the student, regardless of age, must have been accompanied by the or under the supervision of the parent(s) or legal guardian(s). In the case of college visitation, the absence is limited to the date of the visitation and one day, preceding or following for travel; in special and specific circumstances the assistant principal/principal may approve an additional day(s).
- 2) None of the terms for planned absence is applicable during the last five school days of any grading period.
- 3) During an official school year, this provision is applicable for not more than five school days; however, upon request and for good and reasonable cause, this number may be extended.
- 4) This provision may be effected only if the Planned Absence Request Form is properly completed prior to the period of absence. (The form is available in the main and offices.)
- 5) The excused absence resulting from the exercise of this provision provides for makeup of assignments, quizzes, and tests under these conditions:
  - a) Assignments may be secured from each teacher in advance. Teachers will endeavor to provide students with the schoolwork for the period of planned absence; however, teaching responsibilities may not permit the preparation of the schoolwork assignments in advance.
  - b) Assignments are due to the teacher at the first meeting of the class following the vacation period. If the assignments were not provided in advance by the teacher, all assignments missed are due within five school days following the vacation period. If the students did not secure the assignment in advance, there shall be no makeup.
  - c) Tests and quizzes missed during the period must be made up within five school days following the planned absence period.

Failure to comply with these Board of Education guidelines will result in an unexcused absence. Unexcused absences shall be subject to the following penalties:

- a) If all conditions to be met prior to the absence are not met, the absence is totally unexcused; there shall be provision for work to be made up, notification shall be given to the parent or legal guardian that the student was truant, and such notation of truancy shall remain on the student's record for the balance of the school year.
- b) If all conditions to be met prior to the absence have been met but some schoolwork is completed while other work is not completed, the absence shall be excused shall be excused in those classes in which all conditions have been met and shall be unexcused in those classes in which all conditions have not been met. For those classes in which the post absence conditions have not been met, the student will be subject to the penalties indicated in "a" above.

\* The administration reserves the right to determine whether an absence is excused due to the uniqueness of the absence circumstances. These guidelines recognize that some absences are unavoidable. However, such absences are not encouraged, and it must be understood by students, parents, and legal guardians that excused or unexcused, are viewed by the Board of Education within the spirit and intent of O.R.C. 3321.04 as deterrents to the educational welfare and academic achievement of both the absent student and of those who remain in the class.

**OVER**

# PLANNED ABSENCE REQUEST FORM

(Complete Sections in Numerical Order)

**I. STUDENT SECTION: GRADE \_\_\_\_\_ DATE \_\_\_\_\_**

Name of Student \_\_\_\_\_ Number of Days to be Absent \_\_\_\_\_

Date of Absence \_\_\_\_\_ through \_\_\_\_\_

REASON FOR PLANNED ABSENCE: \_\_\_\_\_

**II. SPONSORING TEACHER / COACH SECTION:**

Signature \_\_\_\_\_

**III. TEACHER SECTION: (see reverse side)**

Period #	Subjects	Initials/Date	Comments:
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4/4A	_____	_____	_____
4A/5	_____	_____	_____
5/5A	_____	_____	_____
5A/6	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

**IV. PARENT SECTION:**

I am the parent/legal guardian of the student named. The above named student has our permission to miss school for the number of days and the dates of the absence as listed in Section I above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**V. ADMINISTRATIVE APPROVAL:**

\_\_\_\_\_  
*Principal / Asst. Principal Signature*

**VI.** Return completed form to the **ATTENDANCE OFFICE** prior to the absence period in order to ensure proper attendance record.

