

# Thornton Academy Middle School

## Planned Absence Form

(to be used in the case of planned absences of 3 or more days)

**Name of Student:**

**Grade:**

State of Maine Law (Title 20-A, Part 3, Chapter 211, Subchapter 1) provides that a student's absence from school is excusable for one of the following reasons:

A. Personal illness;

B. An appointment with a health professional that must be made during the regular school day;

C. Observance of a recognized religious holiday when the observance is required during the regular school day;

D. A family emergency;

E. A planned absence for a personal or educational purpose that has been approved [by school administration].

This planned absence form must be completed and signed by parent/guardian, student, teachers and administrator at least one week prior to the start of the planned absence in order for the absence to be considered excused.

**Number of school days student will miss:**

**Dates:**

**Please describe the reason for the student's planned absence:**

It is often not possible for a teacher to give a student assigned work in advance of a planned absence. The student is responsible for all makeup work assigned by his/her teachers and due dates for assignments and assessments will be specified by teacher.

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

Student Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

- Please Note: Please keep in mind the TAMS Late Work Policy. TAMS Late Work Policy is stated in the TAMS Student Handbook (planner).
- Please see Reverse Side

Period/ Block	Class	Current Grade	Missing Work	Teacher Signature
MAROON P1				
MAROON B1				
MAROON B2				
MAROON B3				
MAROON Other				
<b>Period/ Block</b>	<b>Class</b>	<b>Current Grade</b>	<b>Missing Work</b>	<b>Teacher Signature</b>
GOLD P1				
GOLD B1				
GOLD B2				
GOLD B3				
GOLD Other				