

Marion L. Steele High School
Pre-Planned Absence Form
2019-2020

Regular attendance is necessary for success in school and is required by state law. In the State of Ohio only six reasons for a student absence are recognized under school law. The reasons are as follows: personal illness with proper documentation from a doctor, illness in the immediate family, quarantine, religious holiday, death in the immediate family, medical or dental appointment with proper documentation.

Special circumstances such as a family vacation or an extracurricular event request must be made via this form two weeks prior the absence is set to occur. Completed forms must be submitted to the appropriate Assistant Principal and if approved, those absences will be considered certified. The parent/guardian and all teachers must sign this form before being approved by an administrator two weeks in advance. Building administration may deny a pre-arranged absence request if they believe an absence is unjustified or that a student has exceeded a reasonable limit of absences.

The student is responsible for all work assigned over the absence. Students will assume responsibility of meeting with each teacher to make up all missed class work.

Student's Name: _____ Grade: _____ Absence Hours to Date: _____

Destination/Reason: _____

First Day Absent: _____ Date of Return to School: _____

Parent/Guardian Signature: _____ Phone Number: _____

Period	Class	Grade	Absences to Date	Teacher Signature/Comment
1				
2				
3				
4				
5				
6				
7				

Office Use Only		
Date Received: _____		
_____ Approved	_____ Disapproved	Administrator's Signature : _____