

**Powers Elementary School
Pre-Planned Extended Absence Form**

Regular attendance is necessary for success in school and is required by state law. Per Ohio Revised Code and district policy, only the following six reasons will classify an absence as excused: personal illness (proper documentation may be required), illness in the immediate family, death in the immediate family, medical or dental appointment with proper documentation, religious holiday, and emergency or another circumstance as approved by the Superintendent.

This pre-planned extended absence form is necessary when a child is going to miss _____ consecutive days of school. Completed forms must be submitted to the Principal and, if approved, those absences will be considered excused. 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.

Families will need to contact the child's teacher for missed assignments while on extended absence. Families are responsible for ensuring missed assignments are complete upon returning to school.

Student's Name: _____ Grade: _____

Classroom Teacher: _____ Absence Hours to Date: _____

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

Destination/Reason: _____

Parent/Guardian Signature: _____ Phone Number: _____

| Class | Teacher Signature/Comment |
|----------|---------------------------|
| Homeroom | |

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| Office Use Only: Date Received: _____ ___ Approved ___ Disapproved Admin's Signature: _____ |
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