

**Falmouth School Department
Planned Absence Request for Grades 6-12**

Form should be completed/returned to the school office at least one week prior to the planned absence.

Student Name: _____ Date: _____
 Grade: _____ Dates of Planned Absence: _____
 Reason for Planned Absence: _____

Board of Education Policy: excerpt from Policy JEA - Compulsory Attendance Excusable Absence:

A person's absence is excused when the absence is for the following reason:

E. A planned absence for a personal or educational purpose which has been approved.

The following course information is to be completed by all teachers **prior** to receiving student, parent, and Principal signatures:

	Course	(Passing/In Danger of Failing/Failing)
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____
_____ Teacher Signature	_____	_____

The purpose of this form is to notify the school of the absence, as well as you and your student, of the possible impact on academic performance. Teachers are not required or expected to prepare assignments, plan alternative assignments, or to provide remote/virtual learning options for your student prior to or during the absence. Your student is responsible for making up all missed assignments. It is important to note that it is not possible to recreate the classroom learning experience of discussions, labs, and lectures that will be missed. Often an extended absence can have a negative impact on academic performance. With this in mind, parents/guardians and students must assume full responsibility.

My signature below indicates that I've read, understand and agree to abide by this form:

Parent/Guardian Signature _____ Date _____
 Student Signature _____ Date _____
 Principal's Signature _____ Date _____