

SFS Planned Absence Form

As stated in the SFS Student Handbook, the Attendance Laws of the State of Ohio permit excused absences for the following reasons: Personal illness/injury, death of an immediate family member, Quartine of the home by Public Health Department, or family emergency/set of circumstances which in the judgement of Principal/designate constitutes a good and sufficient cause for absence from school. All other absences will be considered unexcused.

While other absences (vacation, family trip, etc.) are considered **unexcused**, SFS may "recognize" this absence.

Please be sure to **follow these procedures** for planned absences:

- Planned Absence form is signed and properly filled out by Parent and Student
- Each teacher is informed of dates of absence in order to discuss assignments/grades. (It is the **student's responsibility** to make arrangements for make-up work/tests prior to absence)

Keep in mind that though this absence is recognized it **will count against the student's attendance record**. A Planned Absence may not be approved if it positions the student in jeopardy of attendance or academic consequences. *Failure to follow these procedures can result in truancy penalties*

Student Name _____ Grade _____

Today's Date _____

Last day of school Attended _____

Date to return to school _____

Nature of Absence and Reason Absence must be taken in the duration of the School Year:

Student Signature

Date

Parent Signature

Date

Administrator Signature

Date

___Approved

___Denied

Teachers'

Signatures>>

Planned Absence Form Cont.

1st Period

Signature: _____

Date: _____

Comments: _____

2nd Period

Signature: _____

Date: _____

Comments: _____

3rd Period

Signature: _____

Date: _____

Comments: _____

HR

Signature: _____

Date: _____

Comments: _____

4th Period

Signature: _____

Date: _____

Comments: _____

5th Period

Signature: _____

Date: _____

Comments: _____

6th Period

Signature: _____

Date: _____

Comments: _____

7th Period

Signature: _____

Date: _____

Comments: _____

8th Period

Signature: _____

Date: _____

Comments: _____
