



NEW ALBANY-PLAIN LOCAL SCHOOLS PLANNED ABSENCE FORM

Failure to complete and return this form prior to the absence will result in the student's absences being documented as unexcused.

Student's Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Dear Parents/Guardians,

State law places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for students to be out of school for any reason other than approved absences per Administrative guidelines. For students who will be absent the following procedure is to be observed:

- Students must return this form to the Building Secretary at least one week prior to the absence if instructional materials are requested for use during the absence.
- All assignments must be completed either prior to the absence or immediately following their return, as deemed per the teacher.
- Upon return to school the student should be ready to resume studies with the class.
- If the absence is to occur at the close of the school year, final grades and promotion are not given until the school year officially closes. Tests and other work, which will form a decisive part of the final grade, may need to be made up during the summer. Such final grade and the decision of promotion will rest with the teacher and building principal.
- Teachers should sign (and comment if desired) this form.
- **Per statute, all pre-planned hours will be counted towards Excessive Absence Hours. If total accumulated absence hours for the school year exceed 65 hours, the pre-planned absences will be marked as unexcused and tracked towards Habitually Truant.**

Teacher	Subject	Comment	Teacher's Initials

For college visit purposes:

Seniors are allowed 3 excused absences.

Juniors are allowed 2 excused absences..

Parent Signature & Date

Office Use Only

_____ # OF HOURS TOWARD 65 APPROVED

_____ # OF HOURS OVER 65 UNAPPROVED

Administrator Signature