

Kankakee Valley School Corporation

Pre-Planned Absence Form

This form must be submitted to the school office at least five (5) school days before the start of the planned absence. By submitting this form, I acknowledge that I have read the attendance policy of the Kankakee Valley School Corporation and realize the implication of this absence in terms of total days missed. Teacher and Principal signatures are required.

Student Name: _____ Grade: _____ Date: _____

Dates of Planned Absence: _____ to _____

Reason for Absence (please check one)

- Medical: Student has a medical/dental appointment or other pre-planned medical situation. Doctor note will be provided.
- Family Event: Funerals, military events, or religious holidays. Up to 5 days excused.
- Family Vacations: Family vacations may be excused (up to 5 days per school year). Students will be marked excused absent for a maximum of 5 school days per year duration of the vacations. After the 5 days, students will be marked unexcused.
- Educational Trip: To be exempt and marked present, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed classwork or assignments will be completed and turned in and must be approved by the Principal.

Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one each school year and normally not exceed five school days in length. Trips which include days of mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an exempt absence, it does count against perfect attendance and/or final exam exemptions.

Parent signature required for any Pre-Planned Absence.

I request that my child's educational trip be excused. An Educational Plan for their absence is signed by my student's teachers on the reverse of this form.

Parent Signature _____ Date _____

The absences for this trip will be

Excused Unexcused Exempt (Present)

Administrator Signature: _____ Date _____