

Thornton Academy Middle School
Planned Extended Absence Form
(To be used in the case of planned absences of 3 or more days)

Name of Student: _____ **Grade:** _____

State of Maine Law (Title 20-A, Part 3, Chapter 211, Subchapter 1) provides that a student's absence from school is excusable for one of the following reasons:

- A. Personal illness.
- B. An appointment with a health professional that must be made during the regular school day.
- C. Observance of a recognized religious holiday when the observance is required during the regular school day.
- D. A family emergency.
- E. A planned absence for a personal or educational purpose that has been approved [by school administration].

Planned extended absences: Planned extended absences (family trips) are defined as a student missing three or more consecutive days of school. Teachers are not required to provide students with work prior to a planned extended absence. Teachers plan dynamic lessons based on student needs, which are impossible to replicate. Students are expected to monitor Google Classroom and follow up with teachers upon their return. We encourage parents to follow up with their child to ensure their child has a plan to make up their work.

This planned absence form must be completed and signed by parent/guardian, student, teachers, and administrator at least one week prior to the start of the planned absence for the absence to be considered excused.

Number of school days student will miss: _____

Dates: _____

Please describe the reason for the student's planned absence: _____

The student is responsible for all missed work assigned by their teachers. Due dates for assignments and assessments will be specified by the teacher.

Parent/Guardian Signature: _____

Student Signature: _____

Principal's Signature: _____

Date Received: _____

- Please Note: Please keep in mind the TAMS Late Work Policy. TAMS Late Work Policy is stated in the TAMS Student Handbook (planner).
- Please see Reverse Side

Block	Class	Current Grade	Missing Work	Teacher Signature
MAROON	Homeroom			
MAROON	Block 1			
MAROON	Block 2			
MAROON	Block 3			
MAROON	Block 4			
Block	Class	Current Grade	Missing Work	Teacher Signature
GOLD	Homeroom			
GOLD	Block 1			
GOLD	Block 2			
GOLD	Block 3			
GOLD	Block 4			