

South Madison Community School Corporation

Absence Notification Form

Student's Name: _____ Grade: _____

School Student attends: _____

Homeroom Teacher: _____

If other children in SM CSC will also be absent, list child's name and school. _____

Parents will need to submit an Absence Notification Form for those students at the respective school.

Date(s) of absence: _____ Reason for absence: _____

The school corporation encourages families to schedule trips during non-school times. However, when a student is to be absent for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the Absence Notification Form. The following absences will be considered for excused absences. *All school days whether excused or unexcused will count as days absent and will accumulate toward the maximum number of days allowed (12) before an Attendance Contract may be issued.* After two or more unexcused absences, a student may be placed on an attendance contract.

- Religious observances. Advanced notice to the principal is required.
- A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal or his/her designee based upon the following criteria:
 - **Excessive absenteeism (more than 12 days), tardiness, or a poor academic record will be considered.**
 - Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.
- A unique educational opportunity approved in writing by the school principal.
- Other valid reasons for pre-arranged absences include:
 - College visitations (maximum days allowed: seniors – two (2) and juniors – one (1). For college visitation the student is required to submit verification on college stationery.
 - Military recruitment (maximum days allowed: two (2) days). For military recruitment, students must submit a signed document of verification.
 - Military connected families: absences related to deployment, return and graduation.
 - Activities under the sponsorship of the school.

When a student has assignments which were given at least four days prior to the student's absence, such as term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. If such an assignment is not turned in on the due date established by the teacher, the assignment will still be accepted. However, no credit will be given for the assignment. Extensions of time for the completion of such assignments and waiver of this penalty may be granted at the discretion of the teacher or building principal.

Parent/Guardian Signature

Date

Phone Number

excused _____ # unexcused _____

Principal/Designee Signature Date