BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL
NOTICE OF ADVANCED (PLANNED) ABSENCE

STUDENT: _____ **GRADE:** _____ **DATE:** _____

REASON FOR PLANNED ABSENCE: _____

_____

_____

DATE(S) OF PLANNED ABSENCE: _____

PARENT'S/GUARDIAN'S SIGNATURE: _____

ASSISTANT PRINCIPAL'S SIGNATURE: _____

STAFF: Signature indicates that arrangements have been made for make-up work and assignments in your class. It is recommended that the assistant principal's signature be on the form before you sign it.

1st:	**4th:**	**7th:**
2nd:	**5th:**	**8th:**
3rd:	**6th:**	**9th:**

ABSENCE INFORMATION: (See Student Handbook for additional information)

A. Excused Absence

1. Personal or family illness
2. Medical, dental, or legal appointment
3. Religious observance
4. Death in the immediate family

Teachers and students share the responsibility to arrange for any work and/or tests missed as a result of an excused absence. The time period shall be mutually agreed upon. As a guide, one day's make-up time shall be allowed for each day of absence. It is the teacher's responsibility to provide assistance to the student to make up the work.

B. Planned Absence

Absences for a family trip or vacation, extracurricular activities, non-school sponsored activities, college visitations, etc. are to be considered planned absences and are subject to the following:

1. It will be the student's responsibility to make arrangements at the teacher's convenience for make-up work and/or tests missed. No more than one day's make-up time shall be permitted for each day of absence. Teachers will not be expected to tutor individual students.
2. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the student's current grading period average.
3. Absence in excess of ten consecutive school days may require individual tutoring at the family's expense or enrollment in another school during the period of absence.
4. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE ATTENDANCE OFFICE PRIOR TO THE PLANNED ABSENCE FROM SCHOOL!**