# REQUEST FOR EXCUSED ABSENCE DUE TO HIGHLY EXTENUATING CIRCUMSTANCES OR FOR PARTICIPATION IN NON-SCHOOL SPONSORED STATE OR NATIONAL COMPETITION

Please complete this form and submit it to your child's building principal at least two days prior to the absence. If an emergency prevents you from submitting this form prior to the absence, please submit the completed form within two days following your child's return to school. If you have children in more than one school, please complete a form for each school involved.

Parent/Guardian: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Student: _____ Grade: _____ Teacher: _____

Do you have children attending any other BCSC school who are requesting to be absent for the reason stated?

____Yes ____No (If you answered "yes" please complete the following...)

Student: _____ Grade: _____ School: _____

Student: _____ Grade: _____ School: _____

Student: _____ Grade: _____ School: _____

Number of School Days Involved: _____ Date(s) of requested absence: _____

If the absence is for participation in a non-school sponsored state or national competition complete the following:

Nature of Event/Activity: _____

Name of Sponsoring Organization: _____

Name of Local Contact Person: _____ Phone: _____

Competition Level (Check One): State:_____ National:_____ Other: _____

What activity did your children participate in to date, that qualified him/her to compete in the event indicated above?

Describe the circumstances giving rise to the request for an excused absence: _____

If applicable, describe any educational objectives or activities you have planned for your child during the period of absence:

Have you previously applied and received approval for an excused absence due to highly extenuating circumstances?

____Yes ____No (If you answered "yes" please complete the following...)

School Year: _____ Circumstances: _____

School Year: _____ Circumstances: _____

School Year: _____ Circumstances: _____

Please use the following spaces to provide any additional information deemed relevant in support of your request for an excused absence: _____

Signature of Parent(s)/Guardian(s): _____ _____

***For School Use Only*** (Copy to Teacher, Parent, Child's permanent Record).

_____ Approved _____ _____

Signature of School Official School Name

_____ Denied _____

Date

# Secondary Extenuating Circumstance Expectations

We understand that there may be a variety of circumstances a person may need to be absent from the school building for an extended period of time, but to award credit, the following steps must be completed by the student:

- After receiving permission for an extenuating absence, the student must communicate with each of their teachers/facilitators so that teachers/facilitators are aware of what is happening and that there is administrative permission.
- Students must be accessing their distance learning page daily. They must also communicate with their teachers/facilitators while they are away. It is recommended that the students check in at least once a week while they are out.
- Students must submit work as requested.
- Students must submit work in a timely manner as determined by the teacher/facilitator.

The nature of some classes is such that a student would not be able to meet the curricular standards virtually. For example, in high school, some Advanced Placement (AP) or dual credit classes or a class with a lab component may not be feasible to do virtually. In those cases, those classes may have to be dropped. We will do our best to provide a similar class, but know that this may not always be possible.

Limits:

- Extenuating circumstance absences will not be approved during the last two weeks of a semester.
- A student may only have ten days of extenuating circumstance absences during a school year.

Parent/Guardian signature:_____

Student signature:_____

School official signature:_____ Date:_____

* Our mission is to help your student get an appropriate and proper education. Extended leaves do create some unique circumstances that may cause your child's current educational plan to change due to no fault of the school or the student.