

This form is for students who know in advance that they will be absent from school. This form should be completed and submitted to the main office at least one week prior to the absence. In accordance with Maine law, a student's absence is excused for a limited number of reasons; a request for a planned absence does not necessarily mean the absence will be excused. The school reserves the right to determine whether a student's absence is excused or unexcused. The school discourages families from making plans that interfere with a student's academic progress and may advise that a requested absence is not recommended. Students with excessive absences (including planned absences) risk academic success and may be penalized.

TODAY'S DATE: _____

STUDENT'S NAME: _____ GRADE LEVEL: _____

DATE(S) OF ABSENCE: _____ THROUGH _____ Total School Days Absent: _____

REASON FOR ABSENCE: Medical Family Trip OTHER _____

Students should fill in the course name, current grade, and the teacher's name for each class (not including study hall) and then have teachers initial the form before a parent signs it.

COURSE	CURRENT GRADE	TEACHER NAME	TEACHER INITIALS
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
PERIOD 7			

By signing below, it indicates we understand that, in accordance with school policy, 1) teachers are not expected or required to reteach material missed during planned absences, 2) students are responsible for contacting teachers to get the assignments that were missed, 3) students are allowed one day to make up assessments for each day of an excused absence up to five days, and 4) students who have missed nine or more classes (including excused and planned absences) in one course during a semester may be placed on Academic Restriction or Academic Probation, may have their course grade lowered, and/or may be denied credit for the course.

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DEAN OF STUDENTS SIGNATURE: _____ DATE: _____

APPROVED (will be recorded as an excused absence)

NOT APPROVED (will be recorded as an unexcused absence)

ADMINISTRATIVE STAFF: Attendance Recorded in PowerSchool Date Recorded: _____