



DISTRICT OFFICE

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SMFSchools.org



PLANNED ABSENCE GUIDELINES

The purpose of this communication is to provide clarification in the event of the necessity for a planned absence from school. Section 3321.04 of the Ohio Revised Code is specific in its statement on the compulsory attendance of students. The Ohio State Board of Education Regulations Governing Excuses from the Future Attendance provide flexibility in excusing some absences. Under terms of this flexibility, provision is made for planned absences including family vacations, college visitation, and non-school sponsored educational activities. The provision is not intended to condone or encourage unnecessary absences on days in which school is in session. Board policy, in compliance with state law, discourages any unnecessary absence for any reason.

Parents, legal guardians, and students shall assume full responsibility for implementation of this provision for excused absence. This responsibility includes:

- A. Serious consideration of the effects that such absence may have upon a student's academic progress.
- B. Proper completion of this Planned Absence Request form.
- C. Completion of all assignments and makeup work (including tests) as prescribed in the provision.

A planned absence, to become an excused absence, must meet the following guidelines:

1. The student must have been absent for the reason stated on the Planned Absence Request form. In the case of family vacation, the student, regardless of age, must have been accompanied by, and under the supervision of, the parent(s) or legal guardians(s). In the case of college visitation, the absence is limited to the date of the visitation and one day, preceding or following, for travel; in special and specific circumstances the principal may approve additional day(s).
2. The provision is applicable for not more than (5) school days; however, upon request and for good and reasonable cause, this number may be extended.
3. This provision will be in effect only if this Planned Absence Request form is properly completed and on file in the school office.
4. The excused absence resulting from the exercise of this provision provides for the makeup of assignments, quizzes, and tests under these conditions:
 - a. Assignments may be secured from each teacher in advance. Teachers will endeavor to provide students with the school work for the period of planned absence; however, teaching responsibilities may not permit the preparation of the school work assignments in advance.
 - b. Assignments are due to the teacher at the first meeting of the class following the vacation period.
 - c. Tests and quizzes missed must be arranged to be made up with each individual teacher.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN AN UNEXCUSED ABSENCE.



PLANNED ABSENCE REQUEST FORM

Student name: _____

School: _____ Grade: _____

Reason for absence (please provide details):

Date leave will begin on: _____

Date student will return to school: _____

Person(s) accompanying student: _____

- This form is for family vacations, college visitations, and non-school sponsored educational activities.
- Please complete this form and return to the Main Office at least three (3) full days before the departure.
- Students are to complete all assignments and turn them in to each of their teachers the day they return to school.
- Missed tests and quizzes must be arranged to be made up with each individual teacher.

Parent/Guardian Signature: _____ Date: _____

Administrator Signature: _____ Date: _____