



UPPER ARLINGTON SCHOOLS

1619 Zollinger Road/Upper Arlington, Ohio 43221/(614)-487-5000

PLANNED ABSENCE EXCUSE FORM

Overview of the Planned Absence Excuse Process

The Upper Arlington Board of Education recognizes that educational experiences are not limited to those taking place within school buildings. Further, the Board believes that regular school attendance is essential for students to receive the maximum benefit from the education program of the District. For these reasons, parents/guardians and students are strongly urged to arrange a planned absence only when it is an absolute necessity. Parents/Guardians have the responsibility for making sound decisions regarding their child's ability to miss valuable classroom time.

Using this form, parents/guardians must notify the school principal at least ten (10) days in advance, when possible, of a planned absence. If the absence is excused, the schoolwork missed during the absence may be made up. Teachers are not required to provide assignments in advance.

Upon receiving a Planned Absence Excuse Form, the building principal will mark the request:

a) excused, b) conditionally excused, or c) unexcused.

By law, students in grades K-6 who are absent 91 hours or more and students in grades 7-12 who are absent 100 hours or more in a school year, with or without a legitimate excuse, are considered Chronically Absent. These hours include planned absences. Planned absences will not be excused if your child has already met or will meet (based on this request) the absence threshold for Chronic Absenteeism and/or Habitual Truancy. There is also a limit of 10 instances of Pre-Planned absences.

Therefore, a principal is able to excuse requests that do not conflict with Chronic Absenteeism or Habitual Truancy. Principals may excuse hours that are at or below the Chronic Absenteeism threshold and inform families of the hours that will be reported as unexcused. Principals may also conditionally excuse students who are in good standing with attendance but may have academic concerns. Principals will mark requests unexcused if they exceed the limit of 10, meet or exceed the Chronic Absenteeism and/or Habitual Truancy thresholds, or if the dates fall within a District testing window.

Forms may be submitted well in advance of the preferred ten (10) day notice; however, principals will delay approval until at least ten (10) days prior to the first day of the planned absence to monitor the student's attendance.

Special Notes:

College visits: Approved days will be reported as excused pre-planned absences. Up to 3 days of college visits will not count toward the student's absence hours if the student brings a signed and/or dated document from the college; general brochures will not be accepted. Decisions regarding approval will follow pre-planned absence guidelines.

Religious Holiday: Families wishing to request days out of school for religious observance beyond the three religious expression days permitted by ODEW may submit a request for additional religious observation days using the pre-planned form. Decisions regarding approval will follow pre-planned absence guidelines.

For further details about planned absences, please visit the Upper Arlington Schools website for Board Policy and Administrative Guideline 5200.



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Planned Absence Excuse Form

ONE FORM PER STUDENT

Date: _____

Student's Name: _____ Grade: _____

First Date of Absence _____

Last Date of Absence _____

Date of Return _____

Reason for absence: _____

Name of homeroom teacher (K-5) or school counselor (6-12): _____

To the best of my knowledge, the information above is correct. As the parent/guardian, I assume full responsibility for the absence of the student named above. I have read the attached Board of Education Administrative Guideline 5200, Planned Absence, and agree to comply with it.

Signature of Parent/Guardian _____

Date _____

Printed Parent/Guardian Name _____

Printed Email Address _____

For School Use Only

To be completed ten (10) school days in advance of the first date of planned absence.

Hours requested for this trip: _____ As of _____ student has missed _____ total hours of school.
(Date)

Excused _____ Conditionally excused _____ Unexcused _____

Signature of Administrator _____

Date _____

Notes for conditionally excused: _____

Reason for unexcused: (i.e. unsatisfactory attendance; form submitted after the absence; academic concerns; testing window)

Scan/email or mail this information to parents immediately upon completion for their records.