



NEW ALBANY-PLAIN LOCAL SCHOOLS PRE-PLANNED ABSENCE FORM

Failure to complete and return this form prior to the absence
will result in the student's absences being documented as unexcused

Student's Name: _____ **Grade:** _____

Date/Time of Absence: _____

Reason for Absence: _____

Dear Parents/Guardians,

State law places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for students to be out of school for any reason other than approved absences per Administrative guidelines.

The following procedure is to be observed when a planned absence takes place:

- Students must return this form to the Building Secretary at least one week prior to the absence if instructional materials are requested for use during the absence.
- All assignments must be completed either prior to the absence or immediately following their return.
- Upon return to school, the student should be ready to resume studies with the class.
- If the absence is to occur at the close of the school year, final grades and promotion are not given until the school year officially closes. Tests and other work, which will form a decisive part of the final grade, may need to be made up during the summer. Such final grade and the decision of promotion will rest with the teacher and building principal.
- Teachers should sign (and comment if desired) this form.
- **Per State statute, all pre-planned absences will be counted towards Chronic Absenteeism Hours. If total accumulated pre-planned absences for the school year exceed five (5) days, the pre-planned absences will be unexcused and tracked towards Habitually Truant. Postsecondary visitations (up to 3 days per year) will be excused after submitting documentation upon return to school. Postsecondary visitation days and medical leave with proper documentation will not count towards pre-planned absence total.**

Teacher	Subject	Comment	Teacher's Initials

Office Use Only

_____ # of Possible Postsecondary Visit Days
_____ # of Excused Days
_____ # of Unexcused Days

Parent/Guardian Signature & Date

Administrator Signature & Date