



PRE-PLANNED ABSENCE REQUEST FORM

Submit to the school office at least two school days before the requested absence.

This request must be completed and signed by the parent/guardian and student. Teacher input supports academic planning but does not determine whether the absence is approved. Approval is not automatic and must be granted by the designated administrator in accordance with district procedures.

Important attendance notice:

If approved, the absence may be recorded as excused under district procedures and will not count toward habitual-truancy thresholds. However, the missed instructional hours generally still count toward Ohio's chronic-absence calculation, which includes time missed for any reason. Approval does not waive attendance notifications or additional support that may be required as absences accumulate.

1. STUDENT AND ABSENCE INFORMATION

Student name: _____	Grade: _____
Parent/guardian: _____	Phone/email: _____
First date/time absent: _____	Return date/time: _____
Total school days requested: _____	Date form submitted: _____
Purpose/reason for absence: _____ _____	

2. FAMILY AND STUDENT ACKNOWLEDGMENT

By signing below, we understand that:

1. This form is a request, and *the absence is not approved* until the administrator signs it
2. The student is responsible for communicating with teachers and completing work by the assigned deadlines
3. Approval *does not* guarantee that all missed instruction, activities, labs, or assessments can be recreated
4. Approved excused hours still generally count toward chronic absence.

Parent/guardian signature: _____	Date: _____
Student signature: _____	Date: _____
Administrator signature: _____	Date: _____



3. TEACHER ACADEMIC PLANNING

Teachers: Note essential work, assessments, or arrangements. Assigned work is due on the first day the student returns unless another deadline is documented.

Course/subject	Essential work or arrangement	Teacher initials

ATTENDANCE INFORMATION AND ADMINISTRATIVE REVIEW

4. WHAT FAMILIES SHOULD KNOW

- Missing school for any reason reduces instructional time and can affect learning and connection to school.
- Ohio defines chronic absence as missing at least 10% of the minimum instructional hours required for the school year. Excused and unexcused absences both count toward this measure.
- Habitual truancy is separate and is based only on unexcused absences: 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.
- Big Walnut communicates with families at its early-intervention threshold and provides increasingly intensive support as absences accumulate.
- Supporting information may be requested when appropriate. Documentation may come from a medical, mental-health, dental, court, postsecondary, military, or other relevant professional or institution, depending on the reason for the request.