# North Fork Local School District
# PRE-PLANNED ABSENCES

When a student misses instructional time, in-class discussion, and collaborative learning experiences, it may adversely affect the student's academic progress. Regular school attendance is important to student success and is required by Ohio law.

This form is intended for **pre-planned absences**, such as medical procedures and other circumstances that require a student to be absent from school. This form must be completed and submitted to the building principal **at least five (5) school days prior to the absence** along with a completed **Teacher Notification Form**.

Failure to follow this procedure will result in the absence being considered unexcused and may affect the student's ability to make up missed work. Unexcused absences count toward habitual truancy.

**VACATIONS AND FAMILY TRAVEL**
Due to Ohio's attendance requirements and the importance of consistent attendance and instructional time, **vacation requests during the school year will be approved only in rare or exceptional circumstances.**

Our school calendar includes multiple scheduled breaks throughout the year to provide families with opportunities to plan trips without missing instructional time. Families are strongly encouraged to schedule vacations during designated school breaks whenever possible.

If a vacation request is submitted, approval will be considered only in rare or exceptional circumstances and will be based on criteria, including:

- Rare/exceptional circumstance
- Strong attendance history, with limited absences and no truancy concerns
- Good academic standing
- No current/recent attendance intervention plan
- Advance notice provided in accordance with school policy

**Please note:**

- **Vacation requests will be approved only in rare or exceptional circumstances and** will be for **no more than five (5) school days in a school year if approved.**
- If **approved**, vacation absences will **count toward chronic absenteeism** in accordance with Ohio attendance requirements.
- An **unapproved** vacation will be recorded as an **unexcused absence** and will **count toward habitual truancy** and may result in legal action in accordance with Ohio law.
- Missed instructional time may impact student progress, and certain classroom experiences—including discussions, labs, guest speakers, films, collaborative activities, and other instructional experiences—may not be able to be replicated.
- Students who are chronically absent, habitually truant, or currently subject to an attendance intervention plan may not be granted an approved pre-planned vacation absence.

If you have unique circumstances, please contact the school to discuss your situation **before making travel arrangements**.

# North Fork Local School District
# PRE-PLANNED ABSENCE REQUEST FORM

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

**Date(s) of Planned Absence:** _____

**Reason for Absence:** _____

**PARENT/GUARDIAN/STUDENT ACKNOWLEDGMENT**

To the best of my knowledge, the information above is correct. As the parent/guardian, I assume full responsibility for this absence of the student named above.

I understand and acknowledge the following:

- **Students who are chronically absent or habitually truant will not be granted approved pre-planned absences.**
- Planned absence requests must be submitted to the building principal **at least five (5) school days prior to the absence**, along with the **Teacher Notification Form**.
- Planned absence requests will **not** be approved for days established for **semester or final examinations**, **AP testing**, **state testing**, or **other required assessments**.
- It is the responsibility of the student and parent/guardian to communicate with the classroom teacher(s) to request makeup work and/or tests prior to the absence.
- The student is responsible for obtaining notes and other missed instructional information from students who attended class during the absence.
- Certain classroom activities, such as films, guest speakers, laboratories, class discussions, and collaborative activities, cannot be duplicated and may result in a lower achievement grade or may otherwise affect the student's academic progress.
- All assignments provided for the planned absence period must be completed and turned in on the **first day of the student's return to school** and make-up tests must be taken within **two (2) school days** of the student's return to school, unless otherwise arranged with the teacher.
- **Forms submitted after the absence will not be accepted.**

**Parent/Guardian Signature:** _____ **Date:** _____

**Student Signature:** _____ **Date:** _____

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**FOR SCHOOL USE ONLY: Date received by office:** _____

- ☐ Strong attendance history
- ☐ Good academic standing
- ☐ No state testing scheduled
- ☐ No current/recent attendance intervention plan or notices
- ☐ Advance notice provided in accordance with school policy

## Pre-planned absences will be: ☐ Excused ☐ Unexcused

**Principal/Administrator Signature:** _____ **Date:** _____

**Comments:**

# Newton/Utica Elementary School
# PRE-PLANNED ABSENCE
# TEACHER NOTIFICATION FORM

Student's Name _____ Grade _____

Dates of Planned Absence: _____

Reason for Absence: _____

All assignments made for the planned absence period of time must be completed and turned in the first day of the student's return to school. In addition, make-up tests must be taken within two (2) days upon the student's return to school.

**TEACHER:** Please sign below indicating that you are aware the above-named student is planning an absence. If the student is currently doing unsatisfactory work or if the absence will seriously hinder his/her achievement, please note below.

| SUBJECT | GRADE | TEACHER SIGNATURE | NOTES |
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