

RSU #22

Parent Notification of Planned Absence

SECTION 1: COMPLETED BY PARENT/GUARDIAN:

This form is required for planned absences of **three (3) or more** consecutive days. Return this form to the main office **five (5) school days** prior to date(s) of absence and no later than the start of classes on the first day of absence.

Student's Name:	Date Submitted:
School & Grade Level:	Date(s) student will be absent:

Indicate the Purpose of Absence: (These are Excused Absences as Defined by State Statutes.)

☐ Educational (College visit, internship opportunity)	☐ Recreational (vacation, family reunion, etc.)
☐ Medical (Surgery, appointment that requires travel, etc.)	☐ Religious (Observance of a religious holiday)

Understanding the Impact of Absences on Learning:

Regular school attendance is essential for academic success. When students miss school, they miss direct instruction, collaborative learning experiences, and important classroom interactions that cannot be fully replicated through make-up work. Research shows that students who miss more than 10% of school days (approximately 18 days per year) are at risk of falling behind academically, regardless of the reason for absence.

Please note: Live virtual online learning is not an option in RSU 22 for planned absences.

IMPORTANT: These days absent will be included in the total number of days absent as defined by the attendance policy and may lead to your child being considered chronically absent.

I acknowledge that not sending my child to school on these days may result in learning loss and understand the impact absences may have on my child's academic progress.

Parent/Guardian Signature: _____

Current Attendance Record

To be completed by school administration prior to acknowledging this planned absence:

Attendance Category	Number of Days/Occurrences
Excused Absences	
Unexcused Absences	
Tardies	
Dismissals	

Plan for Lost Learning

How will the student make up the work and/or learning activities missed during this absence?

Grade Level:	Assignments:
PreK - Grade 4 ☐	A "Trip Packet" will be provided to maintain skills.
Grades 5 - 12 ☐	Please check with teachers and/or in Google Classroom for assignments.

I acknowledge receipt of this notification, have reviewed the student's current attendance record with the family, and have discussed the plan for making up missed instructional time.

Administrator Signature:	Date:
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