

# Elmira High School

## Planned Absence

Students who **MUST** be absent from school for reasons other than those that are regularly excused, must file this application one week in advance of the date when the student plans not to be in attendance. Failing to be in attendance will not result in disciplinary action, however; student performance with respect to their grade is the primary concern. **Failure to return this form prior to a “planned absence” can result in the absence being identified as unexcused.**

Date \_\_\_\_\_

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Reason for Planned Absence:

\_\_\_\_\_

Number of School Days to be Missed \_\_\_\_\_ Dates of Planned Absence \_\_\_\_\_

Each Teacher must initial this sheet **before parental signature** and turning into the office.

Period	Subject	Teacher	Recommend (Based on current grade, reason and length of absence, etc...)	Near Failing (Not Recommended)
1				
2				
3				
4				
5				
6				
7				

\_\_\_\_\_  
 Signature of Parent/Guardian  
 (Signing is acknowledging Teacher Concerns)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Administrator

\_\_\_\_\_  
 Date

Based on the reason for the request, the student’s academic standing and the recommendations of the teachers, I can support the absence of the student although it should be noted any absence has a negative effect in regards to student learning.

Based on either the reason for the request, the student’s academic standing or the recommendations of the teachers **I cannot** support the absence of the student. However, the student will be allowed to make up work, and we affirm the parent’s right to determine what is best for their child.

\* 1 copy to book in office and one copy to all teachers if absence IS NOT recommended