

Nathan Hale High School

Pre-Planned Absence Form

This form must be submitted to the Attendance Specialist at least three (3) school days before the start of the planned absence. Please take this form to all your teachers and discuss whether an Education Plan is necessary. Teacher and Principal signatures are required.

Student Name: _____ Grade: _____ Date _____

Dates of Planned Absence: _____ to _____

Reason for Absence (please check one):

Medical: Student has a medical/dental appointment or other pre-planned medical situation.

Family Event: Funerals or religious holidays. Up to 5 days excused if the event is out of state.

Family Vacations: Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacations.

Educational Trip: To be excused, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed class work or assignments will be completed and turned in and must be approved by Principal.

.....
Parent signature required for any Pre-Planned Absence.

I request that my child's educational trip be excused. An Educational Plan for their absence is signed by my student's teachers on the reverse of this form.

Parent Signature _____ Date _____

.....
The absences for this trip will be:

Excused Unexcused

Administrator Signature _____ Date _____

Teacher Signature Required:

Period	Teacher	Course	Comments
1			
2			
3			
4			
5			
6			
7			

New Attendance Reason – Unexcused Vacation (VU): Family trips or vacations are now entered in PowerSchool as excused or unexcused.

Excused vs Unexcused Family Trips

To be excused, a trip or vacation needs to meet SPS criteria for being excused. Educational trips may be excused while family vacations for the most part would not be excused. To clarify the difference:

- Just going to another city, country, or out of state, if to visit family or friends and nothing else, would not be excused. Families sometimes arrange their vacations after school starts because airfare is usually cheaper. However, this does not meet criteria for an excused absence.
- If the trip is to be considered educational, there has to be a plan in place for what the student will learn, what educational activities are to be accomplished and how the student will report on his/her learning when they come back. The plan could include language immersion (although this wouldn't be excused by itself), visits to the historic or cultural sites, taking photographs and creating a report based on all of this that the student makes to the class or turns into the teacher, or some other planned educational activity that the teacher and principal approve. The plan also should include how missed work will be made up—not that school assignments would necessarily be taken along.
- A trip for a wedding or other family event is not automatically excused. Neither is a trip for the holidays that gets extended because of the distance traveled.
- At least five days of the trip for a funeral can be excused, but any part that would be added beyond this simply for a desire to visit family for a longer period of time may not be excused.

The school principal (or designee) has the authority to determine if the vacation/trip meets the above criteria for an excused absence.

For more information on what constitutes an excused or unexcused absence, see the Truancy Brochure on the Truancy Website and the Superintendent's Attendance Procedures.

The following District definitions of excused and unexcused absences are for students at all ages:

Excused Absences:

- ❖ Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school, and you notify the school within 48 hours of the absence. The school may require a note from your child's doctor if your child is absent due to illness or injury for an excessive number of days before excusing those absences.
- ❖ Planned absences are excused when you submit a request to the principal or assistant principal at least three school days before the start of the planned absence, usually for a doctor or dentist appointment, or religious holiday, or educational trip, or other special one-time event. The school may require your child to complete missed assignments and/or make other academic assignments for extended excused planned absences.
- ❖ Absences due to short-term discipline of your child are excused on District attendance records.

Unexcused Absences:

- ❖ All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting, student job requirements, religious instruction, student on wait list for another school, etc.
- ❖ Absences by long-term suspended and expelled students for whom space is available in a reentry program, but who do not enroll and attend, are unexcused.
- ❖ A parent's request to "excuse my child's absence" without a stated reason or with a reason that does not meet the above criteria for excused absences will cause the child's absence to be recorded as unexcused.
- ❖ Family vacations are not excused.