

Chagrin Falls Middle School - Planned Absence Form

Parents/Guardians who anticipate taking their child out of school for one or more days, must obtain a planned absence form from the office or the school's website. Students will be granted a total of five (5) planned absent days for the school year. Refer to the school handbook located on the school's website for additional details related to planned absences.

This Absence Form must be completed and submitted to the Principal one week prior (5 school days) to the scheduled absence (with the exception of some emergency family circumstances). Failure to complete the appropriate form and provide appropriate documentation (if necessary) will result in the absence being counted as unexcused.

***Students who already have excessive absences are at risk of not being granted planned absences.**

The following criteria apply to all requests for Planned Absences:

1. Planned absences may not be requested during those days established for semester or final examinations, AP testing, or state testing.
2. It is the responsibility of the student and parent/guardian to communicate with the classroom teacher(s) to request makeup work and/or tests before their planned absence.
3. All work and/or tests are expected to be made up during the agreed period of time determined by the teacher. Failure to do so will result in "0" credit to be computed in the student's current grading period average.

Planned Absence Request

Student, _____,
is requesting permission for the following dates of planned absence:

Dates of Planned Absence: _____ to _____

Please mark reason for absence with an (X)
____ Family Vacation/Trip ____ College Visit ____ Emergency Family Circumstances ____ Other

If "Other" is marked above, use this space to briefly describe the specific reason for the absence.

Parent Signature _____ Date of Request _____

Administrator Signature _____ Date of Approval _____

**Student must obtain Administrator's signature before meeting with teachers to request assignments*

***As a reminder, it is the responsibility of the student and parent/guardian to communicate with the classroom teacher(s) to request makeup work and /or tests before their planned absence*

PLANNED ABSENCE- MISSING ASSIGNMENTS

As a reminder, it is the responsibility of the student and parent/guardian to communicate with the classroom teacher(s) to request makeup work and/or tests before their leaving for the planned absence. Please use the space below to gather assignments and dialogue with teachers. **All assignments are due on the first day back at school.**

Teacher/Class	Assignment
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	