

# CHAGRIN FALLS

## EXEMPTED VILLAGE SCHOOLS

### PLANNED ABSENCE FORM

Students will be granted a total of five (5) days of planned excused absences for the school year which may include:

1. A family circumstance that constitutes good and sufficient cause (emergency/other)
2. Family trip or vacation
3. College visitations for student or older sibling

Students who anticipate being out of school **one or more** days because of a planned absence, **MUST** obtain a planned absence form and complete it one week prior to the planned absence (with the exception of some emergency family circumstances), to include the Principal/ Assistant Principal's signature. Failure to complete the appropriate form and provide appropriate documentation (if necessary) will result in the absence being counted as **unexcused**.

After Administrative approval below, the office will maintain a copy of this form for attendance records. Planned absences may not be requested during those days established for semester or final exams, AP testing, or State testing. All work and/or tests are expected to be made up during the agreed period of time determined by the teacher.

*\*Students who are excessively or habitually absent from school may be denied planned absence requests.\**

**Student**, \_\_\_\_\_, is requesting permission for the following dates of planned absence:

**Date(s) of Planned Absence:** \_\_\_\_\_ **returning to school on** \_\_\_\_\_.

**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.

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Parent Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

Student Signature (Middle/High School only) \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date of Approval \_\_\_\_\_