

Cedar Wood Elementary School

Planned Absence Request

Excused/Unexcused: State law and district procedures define the requirements for student attendance. EPS Procedure 3122 lists the following valid excuses for absences:

- | | |
|---|---|
| A. Participation in school-approved instructional program | E. Court, judicial proceeding |
| B. Illness, health condition or medical appointment | F. Homelessness |
| C. Family emergency (death or severe illness) | G. Absence related to active duty deployment of parent/guardian |
| D. Religious or cultural purposes | H. Vacation, travel, or other Principal approved pre-arranged (see Pre-Arranged, below) |

Any absence which does not meet one of these conditions is unexcused. Students arriving more than **30 minutes** after the start of the day or leaving more than **30 minutes** before the end of the day for any reason other than those listed above are considered part-day unexcused absent. Students missing more than 50% of the school hours in a day will be marked absent all day.

Court Referral: School officials are required by state law to refer parents to court if a student accumulates more than seven (7) unexcused absences in a month or ten (10) unexcused absences in a school year. This law is based on the recognition that absences from class for any reason have an adverse effect upon student's academic progress.

Pre-Arranged: Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, **it must be prearranged prior to the absence and approved by the principal (or designee)**. The principal may excuse up to five (5) school days for a prearranged absence per student each school year. Assignments requested for a prearranged absence will be provided to the student or parent if requested five (5) school days prior to the absence. Parents considering this option should submit this form to the school office a minimum of 7 school days prior to the absence under consideration.

PARENT/GUARDIAN SECTION:

Student Name(s)	Teacher Name(s)

I request that my child(ren) be excused from school for the following reason: _____

Check letter of valid excuse, from list above: A B C D E F G H

First day absent: _____ Last day absent: _____

Withdrawal: I also understand that my child(ren) must be withdrawn from Cedar Wood if he/she is absent for 20 consecutive school days.

I have **met/communicated** with my child(ren)'s teacher(s) regarding this planned absence and ways for my child(ren) to complete requested assignments. I am aware that this absence may affect my child(ren)s learning and being prepared for the next grade.

Yes Not Yet

Parent/Guardian Signature: _____ **Date:** _____

OFFICE/ADMIN SECTION:

Prior Planned Absences	Requested Planned Absences	Total Planned Absences	Student Names (if different absences for siblings)
Excused / Unexcused	Excused / Unexcused		
/	/		
/	/		
/	/		

Approval Yes ☐ No ☐ **Withdrawal** ☐

Administrator Signature: _____ **Date:** _____