



## Anticipated Absence Form

STUDENT NAME: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Absence Beginning on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Returning to school: \_\_\_\_/\_\_\_\_/\_\_\_\_

STATE CLEARLY AND CONCISELY THE NATURE OF THIS ABSENCE:

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### GUIDELINES

1. A planned absence due to illness, injury, hospitalization, or funeral attendance falls in the same category as unplanned absence due to illness. Upon returning to school, students need to contact their teacher(s) regarding work to be made up or tests to be taken.
2. A planned absence due to personal convenience includes family vacation and other such situations. Regular attendance is essential to successful school work. The following will apply in personal convenience absences:
  - The student will be permitted to make up any tests missed. Arrangements to make up tests must be made by the student by the second day he/she returns to school. The teacher/school is not responsible for instruction missed.
  - Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.
  - Absences and work missed may negatively impact a students grades.
  - All absence forms must be completed and on file before the date(s) of the planned absence.

Absence due to illness, hospitalization, funeral attendance

Absence due to student and/or parent personal convenience Personal convenience absence is not provided under the school attendance laws of the State of Ohio. The proposed absence will be considered "Unexcused".

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

*It is understood that the principal's signature does not indicate approval of the statement of absence, but only that they are aware of such.*