

## EXTENDED ABSENCE REQUEST FORM

Dear Parents,

While we all understand the importance of attendance in school, there are often medical, cultural, and familial reasons that can cause students to miss extended periods of school. While we hope that these instances of extended absence can be minimized, we recognize that they will occur. Communication with your child's teacher in instances such as these is imperative. In an attempt to insure that all students succeed and that each child is given the opportunity to make up class work missed due to extended absences, the following procedures are recommended:

- In instances where a student is sick, and has or will miss more than 3 days of school due to illness, please make sure you contact your child's teacher(s) via email to inform them of the illness, and to schedule a time to pick up work if necessary.
- In instances where a student will be missing school for an extended period of time due to travel, please fill out the Extended Absence Request Form below. **A meeting should be set up with the teacher(s) at least a week before the scheduled travel, whenever possible, to discuss how the student will make up whatever work is missed due to the extended absence.** All efforts should be made to complete the missing work within 1 week of returning to school.

The goal of these procedures is to allow students to take the time they need for illness or family obligations, while minimizing the academic impact of extended absences. With communication and advanced planning, students can easily assimilate back into the classroom after an extended absence, with minimal academic impact. (See the Board Policy and Procedure on the other side of this form).

Student's Name(s):

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Vacation Dates:

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Parent/Guardian Signature:

Date:

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Name of Student's Teacher(s):

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Grade(s):

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Reason for Absence:

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HOS Signature:

Date:

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BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL  
POLICIES & PROCEDURES

NO. 0034

Title: Student Attendance

Effective Date: June 14, 2012

Submitted By: Governance Committee

Supersedes Date:

Approved By: Board of Trustees

Rev. No: 1 Purpose

1.1 The purpose of this policy is to establish the expectations for student attendance and absences, including conditions that may lead to the disenrollment of a student at BFCCPS.

2. Scope

2.1 This policy applies to all students enrolled in BFCCPS.

3. Responsibility

3.1 The Benjamin Franklin Classical Charter Public School Board of Trustees is responsible for interpreting the provisions of this policy. The Head of School is responsible for implementing the provisions of this policy.

4. Definitions

4.1 HOS – Head of School

4.2 MGL – Massachusetts General Law

5 Policy & Procedures

5.1 BFCCPS follows MGL Ch. 76, Sec. 1, that requires parents to ensure their child(ren) attend school regularly.

5.2 BFCCPS is a school of choice and must ensure that all enrolled students meet the obligations of winning a seat via the lottery process.

5.3 Students absent from school due to a medical reason for more than 5 consecutive school days must have a medical note from their doctor upon returning to school.

5.4 Students that will be absent from school for more than 5 consecutive school days for a non-medical reason must obtain approval from the school administration by submitting the Extended Absence Request Form at least 30 days before the requested absence.

5.5 Extended absences for non-medical reasons for more than 10 consecutive school days will not be approved and will result in disenrollment from BFCCPS unless caused by exceptional and unavoidable circumstances, such as a natural disaster, serious accident, or other situation deemed exceptional and unavoidable by the HOS.

5.6 Excessive non-consecutive absences for non-medical reasons may result in administrative action.

6. Applicable Forms

6.1 Extended Absence Request Form

7. Related Policy & Procedures or Documents

7.1 Policy 0019 Enrollment

7.2 BFCCPS Parent/Student Handbook