



St. Louise Parish School

PLANNED ABSENCE REQUEST FORM

**for a grade K-3
student
for an absence of
3+ days in a row**

Family trips should be planned during school vacation time. If this is not possible, and if a grade K-3 student will be absent 3 or more school days in a row, at least 5 school days' notification to the school about the absence is required through the use of this *Planned Absence Request Form*. (Note: if the trip is due to a family emergency, out-of-town funeral, etc., exceptions can be made.)

STUDENT_____ **GRADE/ROOM**_____

DATE(S) OF PLANNED ABSENCE (for 3 or more school days in a row)

REASON FOR ABSENCE_____

PARENT'S SIGNATURE_____

- The student is to have the homeroom teacher sign the form and list the assignments that will need to be completed - if known ahead of time. The teacher may also add comments as to any concerns with what curriculum the student will miss, if the student's grades are already at risk, etc.
- Once the student receives signatures and any assignments/comments from all teachers, the student is to give this form to the principal no later than 5 days before the absence begins. The principal will approve or object to the request based upon the teacher's comments, the length of the absence, and the family's attendance history, and will inform the parents on the approval or objection. Although parents make the final decision on taking an absence from school, there are consequences.
 - If the requested absence is objected to by the principal, the teacher will not accept any missed work for credit. However, it's to the student's educational benefit to still keep in step with the missed learning and catch up to where the classmates are in the curriculum upon his/her return.
 - If the absence is approved, it is the student's responsibility to make up all school work he/she missed during the absence, and much will be graded for credit.
- In most cases, assignments assigned by the teacher before the planned absence will be due the day the student returns to school. If not turned in the day the student returns, the assignment will be graded as late work.
- In the case of an assignment not being able to be assigned by the teacher prior to the planned absence, each teacher will decide on the appropriate time allowed for the student to make up work. The day the student returns to school, the student and parent should attempt to meet with all the teachers to coordinate make-up work.
 - The student should expect that missed tests which need to be made-up will most likely be taken during before-school or after-school hours, so parents must be prepared to adjust family schedules.
 - The student and parents must realize that quizzes and most in-class projects completed when the student was absent cannot be replicated upon the student's return, and the student will receive zero credit for those missed, graded events. Thus, the student could likely earn a reduced grade on the report card for the trimester when the family trip was taken.
- Even though the *Planned Absence Request Form* is turned in to the principal, the parent is asked to please still call the school office before 8:45 a.m. the initial day of the extended absence to notify the secretary of the start of the trip and missing school days.

INSTRUCTIONS:

The student is to collect the signature of his/her homeroom teacher. If the teacher knows of the assignments to be completed during the absences, the teacher will write them below. However, the teacher may choose to wait upon the student's return to assign missing work. In that case, the teacher should write "***NONE AT THIS TIME***" in the section below. The teacher may also add comments as to any concerns with what curriculum the student will miss, if the student's grades are already at risk, etc., if this will help the principal decide if the absence should be marked "Approved" or "Objected to."

ASSIGNMENTS AND/OR COMMENTS:**TEACHER'S SIGNATURE:** _____

The student is to present this completed form to the principal:

PRINCIPAL'S SIGNATURE: _____☐ **ABSENCE APPROVED**☐ **OBJECTED TO, DUE TO** _____

After receiving the principal's signature, the principal will return the form to the parent/student to be saved and used as reference for completing missing work upon the student's return to school. A copy of the signed form will also be shared by the principal with the teacher.