

# Hazel Wolf K-8 Planned Absence Form



Complete this form **ONLY** if you know **in advance** that your student will be absent for a) more than two consecutive school days **OR** b) multiple single days for the same activity throughout the course of the school year. All other absences will be handled through the front office staff and do not require completion of this form.

This fully completed form must be submitted to the office a minimum of **3** school days prior to the start of the absence for administrator approval. SPS procedure [3121SP](#) includes the reasons for which school absences can be recorded as excused. Among those reasons are:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment;
- Family emergency, including, but not limited to, a death or illness in the family (including funerals);
- Religious or cultural holidays/observances or participation in religious or cultural instruction; and
- \*Activities that have been approved as serving an educational purpose by an administrator in conjunction with parent/guardian and teacher(s)

PLEASE NOTE: \*Family reunions/gatherings and vacations/trips, etc. are NOT excused unless there is an educational reason to do so. Weddings that are part of a religious/cultural observation will be excused for the date of the actual event and NOT for days absent before or after event unless there is an educational reason to do so.

**\*If you feel that your student's absence also serves an educational purpose, you must complete the reverse side of this form to request that it be coded as an excused absence.**

Final approval will be determined by an administrator and will take into account the:

- Educational activities planned during the absence
- Number of days for the absence
- Student's current grade/performance in class

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use ONLY:**  
**This absence will be:**

- Excused**
- Unexcused**

Date Submitted to Office: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

# Educational Experience Plan

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Length of Absence \_\_\_\_\_

Use this form to create an educational plan for the above student to request that school absences be excused for educational purposes.

Completed form must be approved by all of students' teachers BEFORE submitting for final administrator approval/denial. Administrator must receive Planned Absence Form AND Educational Experience Plan a minimum of 3 school days prior to the start of the planned absence.

### Proposed Educational Activities

What activities/experiences are incorporated in the students' absence time that will qualify these absences as educational?

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School Work/Assignments to Complete for All Classes/Subjects Missed	Student's Current Grade/Performance	Date Due to Teacher	Teacher Approval and/or Comments
Math:			
Reading/ELA:			
Science:			
Social Studies:			
Other:			
Other:			