

Old Fort Local Schools High School / Junior High School Pre-Planned Absence Form

For a family vacation:

1. Maximum total of five (5) days per school year may be granted.
2. No approval will be granted during semester exams or mandated state testing.
3. This absence DOES count as excessive absence days.

For a college visit:

1. Each Junior and Senior student is limited to three (3) excused absences each school year for the purpose of a college visit.
2. A signed note from the college admissions office – written on their letterhead – stating the date and time of the student’s visit must be returned to the guidance office following the visit.
3. This absence DOES NOT count as an excessive absence.

PROCEDURE TO OBTAIN SCHOOL APPROVAL:

1. Student obtains form from the office and parent/guardian completes.
2. Student submits form to each of his/her teachers.
3. Student returns form to office in search of approval.
 - i. Family Vacation – ONE WEEK (seven (7) calendar days) prior notice to the office is required
 - ii. College Visitation – TWO (2) DAYS prior notice to the office is required
4. Student is responsible for obtaining all work and completing assignments. Assignments must be completed and returned to the teacher upon return to class to receive credit.
5. A failing grade in any class may cause the Pre-Planned Absence to be disapproved.

I would like to request that _____ be granted a Pre-Planned
Student's Name Grade

Absence for the following date(s): _____ through _____.

The reason for this request is:

_____ Family Vacation (This absence DOES count as excessive absence days.)

_____ College Visitation (This absence DOES NOT count as an excessive absence. A signed note from the college admissions office – written on their letterhead – stating the date and time of the student’s visit must be returned to the guidance office following the visit. Each Junior and Senior student is limited to three (3) excused absences each school year for the purpose of a college visit.)

Parent/Guardian Signature	Date

Period	Class/Teacher	Present Grade	Teacher Signature
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____

Absence APPROVED / DISAPPROVED

Principal's Signature Date

rev. June, 2011

Office Use	Number of Days Previously Absent	1 st Semester	_____	2 nd Semester	_____
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