

# Winooski Middle / High School

## Planned Absence

**Student:**

**Date:**

Winooski Middle/high School policy states that it is the student's responsibility for determining and making up any work missed during an absence, planned or otherwise. Please have all teachers and parents/guardians sign this form **before** bringing it to the Principal's office.

**Date(s) of Planned Absence:**

**TD Total:**

**AB Total:**

**Reason for Absence:**

I have read all the above, and I request that my child be granted a Planned Absence on the date(s) noted.

**Guardian Signature:**

**Date:**

**Admin Signature:**

**Date:**

**Admin Comments:**

# TEACHER RESPONSES

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

Teacher:	Class:	Approved (Y/N):
Comments:		

# POLICY/PROCEDURES

Definition - any absence from school for reasons other than illness, emergencies or field trips.

**Examples of appropriate reasons for planned absences include weddings, conferences, club activities, or extended family vacations.** Parents should process a Planned Absence form before the student misses school. The Planned Absence form will indicate total absences from school at the time of the request. **Academic penalties may be assigned by individual teachers who have not approved the absence,** as stated in the course grading criteria.

Students and parents will follow the procedures below when applying for a planned absence.

1. Planned absences are applied for by completing the planned absence form available in the main office.
2. Students will **FIRST** submit the form to every teacher for comments and signatures.
3. The form will be brought home and signed by parents/guardians **after** teacher input has been provided. Parents may wish to comment on the form.
4. After the teachers and parents have signed the form, the Administration will review forms, and contact parents if necessary.
5. The Administration will approve or disapprove an absence using teacher and parent input.

Total days missed should be monitored by the student/parents as well as the administration. Planned absences should be **planned well in advance.**