REQUESTS ARE DUE TWO (2) WEEKS PRIOR TO THE START DATE OF THE ABSENCE

STEPS FOR PRE-APPROVED ABSENCE

1. Parent/Guardian and student must complete and sign the form on the reverse.
2. Attach a brief description of the reason for the absence. Be sure to include connections to the curriculum/educational opportunities if applicable.
3. All teachers must sign off that the student has seen them about missed work.
4. Teachers must include copies of any assignments given.
5. All documentation must be turned into the main office and approved by the Principal.
6. Copies of the completed and approved pre-approved absence will be distributed to the student, the principal, and the teacher(s).

RLRS ATTENDANCE POLICY

The Board believes that class participation is an integral part of successful learning and is essential if students are to meet both the course requirements and those established by the Maine Learning Results and the Common Core. When students are absent, regardless of the reason, learning is impacted both for them and their classmates. As such, the Board establishes the following guidelines to ensure that learning is the central focus for all students.

Excused and Unexcused Absences/Tardies

Maine state statute provides for excused school absences and tardies in the following five (5) areas:

1. Personal illness. After three(3) consecutive days absence, a doctor’s note is required.
2. An appointment with a health professional that can only be scheduled during the regular school day. Documentation of the visit must be provided.
3. Observance of a religious holiday when the observance is required during the regular school day.
4. A family emergency
5. A planned absence for educational purposes. Such an absence must be pre-approved by the principal.

Unless the absence or tardy meets the above criteria, it shall be considered “unexcused.”
Student: ___________________________  Grade: __________

Parent/Guardian: _______________________________________________________

Type of Absence Requested:

Sickness _____  Medical _____  Vacation _____  Bereavement _____
Recreation _____  Other _____

Dates of Absence: From __________________________ to _______________________

_________________________  Date  

Parent/Guardian Signature

SEE PAGE 3 FOR TEACHER ASSIGNMENTS/NOTES

____________________________  ________________________

Approved _____  Rejected _____

Comments: ___________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Principal Signature  Date

Please contact the main office if you have any questions or concerns
Kimberley Dolbier | School Secretary | (207) 864-3311 x102 | kdolbier@rangeleyschool.org

Revised 9.20.2019
Student: ______________________________            Grade: __________

Dates of Absence: From ________________________ to __________________

Teacher signature: ______________________________

Assignment/Notes: ______________________________________________________

Teacher signature: ___________________________________________________

Assignment/Notes: ___________________________________________________

Teacher signature: ___________________________________________________

Assignment/Notes: ___________________________________________________

Teacher signature: ___________________________________________________

Assignment/Notes: ___________________________________________________

Teacher signature: ___________________________________________________

Assignment/Notes: ___________________________________________________