

## **PLANNED ABSENCE REQUEST STUDENTS GRADE K-5**

A planned absence for personal or educational purposes should be communicated to the school and the student's teachers as soon as possible prior to the dates of the absence. *For grades K-5 teachers are not required or expected to provide or prepare assignments prior to the absence for personal or education reasons. The teacher will work with the student within the school day upon their return to make sure they have ample time to catch up on the work missed.*

**Please note that despite the fact that the reason for the planned absence may be excusable per Maine Law, all absences for any reason except school field trips and participation in sanctioned athletic or academic activities, count towards the student's total absence.**

### **STEPS FOR PLANNED ABSENCE REQUEST**

1. Parent request Planned Absence form from school. Forms can also be found on the school's website.
2. Parent/Guardian completes and signs the form.
3. Students must take the form to their teacher to sign off on, indicating that the teacher is aware of the planned absence.
4. Once the teacher has signed off, the form is then turned into the main office and approved by the Principal.
5. Copies of the completed and approved Planned Absence Request will be distributed to the student, the Principal.

### **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: **Excused and Unexcused Absences/Tardies**

1. Personal illness [after three (3) consecutive days absence, a doctor's note may be 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 a personal or educational purpose. Such an absence must be pre-approved by the principal or his/her designee.

**Unless the absence or tardy meets the above criteria, it shall be considered "unexcused."**

**Students K-5 wishing to take school assigned technology out of the State of Maine must get prior approval from Administration and then at that point in time must complete a "Technology Agreement for School Device Use Outside of the State of Maine" form and return it with the Planned Absence form.**

**TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE**

Student: \_\_\_\_\_ Grade : \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Dates of Absence: From \_\_\_\_\_ to \_\_\_\_\_

Type of Absence Requested:

Sickness \_\_\_\_\_ Medical \_\_\_\_\_ Vacation \_\_\_\_\_ Bereavement \_\_\_\_\_ Recreation \_\_\_\_\_  
Other \_\_\_\_\_

*I certify that this information is true and correct. I understand that certain activities and lessons may be impossible to make-up, such as field trips, labs, guest speakers, class discussions, etc.*

\_\_\_\_\_  
*Parent/Guardian Signature* *Date*

**TO BE COMPLETED BY TEACHERS BEFORE APPROVAL BY ADMINISTRATION**

*All assignments are to be made up within five school days of return.. Teachers are not required or expected to prepare assignments prior to the absence for personal or educational reasons. Teacher’s signature signifies awareness, not necessarily approval. Comments may indicate potential problems.*

**Class:** \_\_\_\_\_ **Teacher name:** \_\_\_\_\_

**Teacher signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Areas of concern: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_ **Request submitted in writing prior to absence**

\_\_\_\_\_ **Academic status**

\_\_\_\_\_ **Attendance record/concerns** \_\_\_\_\_

\_\_\_\_\_ **Accepted** \_\_\_\_\_ **Accepted but not recommended** \_\_\_\_\_

**Additional notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Administrator signature** **Date**