

## TSA PRE-PLANNED ABSENCE FORM

The attendance laws of the State of Ohio allow that a student may be excused from school for the following reasons: Personal Illness, Illness in the Family, Quarantine of the home, Death of a relative, Work at Home due to absence of parent/guardian, Observance of bona fide religious holiday, Emergency Set of Circumstances which in the judgment of the superintendent/designee constitutes a good and sufficient cause for absence from school.

\* TSA will only EXCUSE absences qualifying as one or more of the designated reasons listed above, with proper documentation. All other Pre-Planned Absences, including but not limited to, family emergencies, family trips or vacations, will be considered "Personal Choice" absences, providing the following procedures are observed:

- Student will take the Pre-Planned Absence form home for Parent/Student signatures.
- After these signatures are obtained, the student must inform each teacher of the exact dates of the absence, at which time the teacher will initial the form and discuss assignments/grades with the student. It is the student's responsibility to make arrangements for make-up work and/or tests missed prior to the absence.
- The completed Pre-Planned Absence form must be submitted to the office at least FIVE (5) DAYS PRIOR to the absence.
- Upon return to school, homework assignments will be due the first day back to school. Tests will be made up as soon as possible with no more than one day's make-up time permitted for each day of absence. Teachers will not be expected to tutor individual students.

\* Be advised that an absence specified as "Personal Choice" will count against the student's attendance record; however, the student will be provided an opportunity to make-up missed schoolwork and/or tests occurring as a result of the absence, differentiating it from an "unexcused" absence. Failure to do work and/or tests in the prescribed period of time, will result in "0" credit, to be computed in the student's current grading period. **A Pre-Planned Absence will not be approved if it places the student in credit loss for any of their classes.** Please refer to the Student Handbook for full attendance guidelines.

*Failure to follow these procedures will result in an unrecognized absence and/or truancy.*

### For College Visitation:

Four (4) College Visitation days are permitted as excused absences for Juniors and Seniors (two per academic year). Any additional absences will be considered "Personal Choice." In addition to the above Pre-Planned Absence requirements, the following requirements/criteria also apply for college visits:

- Students must secure official documentation of the visit from the college indicated on this form, which must be submitted to the High School Office within five (5) days of the visit.
- A Guidance Counselor's signature is required for college visit requests, prior to submission for administrative approval.
- Seniors may not use a college visitation day during the second semester without special permission from the Guidance Counselor.

Name of College: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

Complete fully before submitting form to the office:

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of last day of school prior to absence \_\_\_\_\_ Date upon return to school \_\_\_\_\_

Please state clearly and concisely the nature of this absence and the reason the absence must be taken during the school year:

We have read and understand the terms of this Pre-Planned absence form. By signing this form, we agree that the absence we are requesting does not qualify as an excused absence under the State of Ohio attendance laws. However, by completing this form, fulfilling the necessary requirements detailed above, and obtaining administrative approval, the absence will be considered "Recognized" allowing the student to make-up missed schoolwork and/or tests.

Student Signature: \_\_\_\_\_ Parent /Guardian Signature: \_\_\_\_\_

Teachers' Initials: \_\_\_\_\_  
1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>      6<sup>th</sup>      7<sup>th</sup>      8<sup>th</sup>

It is understood that teachers' initials do not indicate approval of the absence, rather an awareness of such.

(Office Use Only)

Total Number of unexcused absences prior to leave: \_\_\_\_\_ Total Number of unexcused absences upon return: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Approved  Denied  Credit Recovery Needed