



TSA PRE-PLANNED ABSENCE FORM (PPAF)

Absences that occur during the school year require an approved TSA Pre-Planned Absence Form.

Please refer to the TSA Handbook for qualifying reasons, and **be aware that “approved” does not mean “excused”**.

Vacations or daytrips will be approved as “Personal Choice”, but count against the student’s attendance record, as they are not an excused absence. However, an approved preplanned absence form allows the student to make up missed school work and tests.

A pre-planned absence will not be approved if it places the student in a state of truancy for any classes.

Signed and teacher-initialed PPAFs are due 2 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 of make-up time permitted for each day of absence. Teachers will not be expected to tutor individual students.

Please refer to the Student Handbook for full attendance guidelines.

- Extracurricular activities or driving lessons* that require a student to be absent may be excused if documentation is provided within 5 days after the absence. (*A passing grade is required in each class that the student is missing due to driving lessons. Students may not miss more than 2 hours of class for driving lessons for no more than four days.)

Complete fully before submitting form to the office:

Student Name: _____ Grade: _____ Date: _____
Address: _____ Phone: _____

Date(s) student will be absent: _____

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 may 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. Proper documentation may be needed to excuse the absence (doctor’s note, driver school verification, etc).

Student Signature: _____ Parent/Guardian Signature: _____

Teachers’ Initials: _____
1st 2nd 3rd 4th/5t 6th 7th 8th

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

(Office Use Only)

Administrator Signature: _____ Approved ☐ Denied ☐