

**Loranger Middle School
Planned Absence Form**

Per OOB School Board Policy - A student's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose, which has been approved.

Class attendance is considered to be a basic educational requirement for passing a subject and for grade promotion. Classroom instruction, and the discussions which take place in the classes, are important parts of each course and of the educational process. When you miss class, that part of the instruction cannot be replaced.

If parents/guardians are planning to take a student out of school for plans that are prearranged, parents must submit this Planned Absence Form. For example, if a student takes a one-week trip to the Caribbean with the family for a vacation, a parent should complete this form at least **five** days prior to departure and have the request reviewed and signed by administration. These planned absences must be requested and approved in advance by the administration of Loranger Middle School – per School Board policy JEA.

Administration will then notify the teachers of the upcoming absences; the teachers and student will then discuss and plan how best to proceed with make-up work – either before the absences or upon return.

I, _____ request that my child, _____ be excused
Parent Name Student Name

from school on the following date(s): _____
Dates of Absences

Total number of days anticipated: _____

The reason for the upcoming absences: _____

Parent/Guardian Signature

Date

Principal's Signature

Date