

Policies Regarding Request for Pre-approved Excused Absence

Regular school attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. We recognize, however, that some absences are unavoidable. Therefore, this policy is designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to parent-directed absences that can reasonably be considered unavoidable.

In making the decision to approve or deny a request for excused absence Parents/guardians are strongly encouraged to schedule family vacations outside of the school year, when possible, and are also strongly encouraged to not withdraw their child(ren) from school prior to the end of the school year.

Any student, who has twenty or more unexcused or pre-excused absences in a year, will be considered for retention at grade level.

The parent/guardian must submit application for a pre-excused absence a minimum of five (5) school days in advance of the absence. In making the decision to approve or deny the request, the teacher and principal will consider:

- The present level of academic performance of the student.
- The prior attendance record of the student.
- Whether or not they believe that the absence will significantly impact the student's success in learning.

If the absence is approved, the student's teacher(s) will provide make-up work **upon the student's return**. One day will be allowed for make-up for each day of absence. The maximum number of days students will have to complete make-up work will be ten days (e.g. students who have been absent for three days will have three school days during which to make up the work missed; students who have been absent for fifteen days will have ten school days during which to make up the work missed). It should be understood that there are things that happen in a classroom that are experiential and cannot be made up.

It is our hope that RHES families will assist us in maintaining a minimum attendance rate of 95% over the course of the year.

APPLICATION FOR PRE-APPROVED ABSENCE
Red Hill Elementary School

This application shall be used when it is known in advance that student will be absent from school.

1. Review policies on reverse side of this form.
2. Complete the parent portions of the form **and return to school no later than five school days prior to the planned absence.**

Student's Name _____ **Date:** _____

Teacher's Name _____ **Grade:** _____

Dates of Expected Absence _____ **through** _____

For the Following Reason _____

List family directed activities, which your child will experience during the absence:

(Some suggestions include: journaling, reading, letter writing, practicing spelling and math facts, map work related to the excursion.)

Parent Signature _____

.....
Status of Request: _____ **Approved** _____ **Denied**

Principal's Signature _____

Teacher's Signature _____

Comments _____

STUDENT ABSENTEE INFORMATION:

Date Received: _____

Teacher: _____

Student: _____

Total days absent to date: _____ **1st qt** _____ **2nd qt** _____ **3rd qt** _____ **4th qt** _____

_____ Will suffer academically due to this absence

_____ Is performing well and is not likely to suffer academically due to this absence.

Comments:

Parents name: _____ **Phone: (WK)** _____ **(HM)** _____