



## Request for Approval of Planned Absences

This form, in its entirety, is to be submitted by families to request approval of planned absences, i.e. a family trip, medical procedure, religious event, etc. Please consider carefully the relevant policies referenced below, and refer to the complete Attendance Policy for further clarification.

### Planned Absences Information for Families

Planned absences are absences from school for any reason that could reasonably be known in advance of the absence occurring, including but not limited to: family trips, religious instruction/observation, college visits, student conferences, medical procedures, etc. CCS students may be excused from school attendance for planned absences, provided approval for the absences is obtained at least two weeks in advance from the Principal. Lengthy absences may result in the loss of academic credit, as planned absences tally toward the allotted days that may be missed in order to earn credit. Planned absence days may also count toward the threshold requiring medical notes from a physician's office. (See Absences section of the Attendance Policy in the CCS Student Code of Conduct.)

Parents must submit the official Request for Approval of Planned Absences form to the appropriate Principal no less than two weeks prior to the first date of absence or the request may be denied. Forms for approval will not be accepted after the travel dates. The forms are available in the CCS Main Offices and in the Resources link on the CCS website – [www.collegiumcharter.com](http://www.collegiumcharter.com). Attendance, academic and behavior records, along with the reason for the planned absence will be reviewed for each planned absence request. Up to 5 days per school year will be considered for planned absences, with the exception of college visits at the principal's discretion, and medical procedures if deemed necessary by a medical professional. Should a student's planned absence extend beyond the approved time, each additional day will be classified as unlawful and/or unexcused and subject to compulsory school laws and truancy reporting. (See Truancy section of the Attendance Policy in the CCS Student Code of Conduct.) **There will be no planned absences approved during the first two weeks of school**, with the exception of medical procedures if deemed necessary by a medical professional. **Students will not be excused from school on dates when standardized testing or mid-term/final exams are scheduled**, with the exception of medical procedures if deemed necessary by a medical professional.

Families with multiple children at CCS should use a separate request form for each child when requesting absences for the same dates. If one child is determined ineligible, siblings may also be deemed ineligible. Parents will be informed in writing when the dates requested are approved or the reason(s) the request is denied. Pre-planned absences that were requested and not approved, and for which the student does not attend school are unlawful/unexcused absences and subject to truancy reporting. Additionally, if the absence is unexcused, make up work, test and quiz grades will be reduced by 10%. Notes/Request for Approval forms will not be accepted after a planned absence occurs and the days will be unexcused. All missed schoolwork must be completed and handed in upon a student's return to school.\* Due dates will be determined on a case-by-case basis for preplanned medical absences. **Unapproved dates will be considered as unexcused absences.** (See Unapproved Absence and Make-Up Work sections of the Attendance Policy in the CCS Student Code of Conduct.)

### Academic Credit and School Attendance Policy

In order to earn academic credit for courses taken, students may not have more than 10 absences from class for a semester long course, or 20 absences from class for a yearlong course. **Students exceeding the allotted number of days absent from class may not receive credit for the course, which may affect promotion to the next grade level and/or graduation.** If a student's absences exceed the allotted days, the Principal will decide, on a case by case basis, if the course grade remains intact, becomes an automatic failure with no credit for the course being granted or is reported as an incomplete grade with stipulations that must be met before a grade and/or credit can be issued. The decision can be reviewed, first by the CEO, and then by the CCS Board of Trustees, upon written request of the parent/guardian of the student.

*\*It is the responsibility of the parent/guardian (K-6<sup>th</sup> grades) or the student (7<sup>th</sup> and above) to contact the student's teacher(s) a minimum of one week in advance of travel to request assignments that will be missed. All work must be submitted to the teacher(s) upon returning to school. Assignments submitted late will be subject to the teacher's late-work policy. Also, if the absence is unexcused, make up work, test and quiz grades will be reduced by 10%.*

Parents, please continue to page 2 and return completed request to Homeroom Teacher (Gr. K-6) or Attendance Office (Gr. 7-12).

## Request for Approval of Planned Absences – pg. 2

I have read and understand the policies referenced on page one of this Request for Approval of Planned Absence.

Please consider this request for my child \_\_\_\_\_, grade \_\_\_\_\_, building \_\_\_\_\_,  
(student's name) (grade level) (468 150 500 515 535)  
in the class of \_\_\_\_\_ to be excused from attending school for the reason checked off  
(homeroom teacher's name)  
below beginning on \_\_\_\_\_ through \_\_\_\_\_ for a total of \_\_\_\_\_ school days. Please  
(first date of absence) (last date of absence) (up to 5 considered)  
notify me regarding approval via ☐ email at \_\_\_\_\_ or ☐ regular U.S. mail.  
(email address)

Please check applicable boxes:

- ☐ Student will be traveling with \_\_\_\_\_ to \_\_\_\_\_  
(family member) (location)
- ☐ Medical request, documentation from a medical professional will be required.
- ☐ College visit, official documentation confirming visit, appointment, or interview may be required.
- ☐ Or, list other reason for planned absence: \_\_\_\_\_
- ☐ A similar request has been submitted for this student's siblings.  
Please list siblings' names and grade level(s): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### For School Use Only

Teacher's Signature/Date (Grades K-6 Only): \_\_\_\_\_

- ☐ Approved
- ☐ Denied
- ☐ Comment: \_\_\_\_\_

Attendance Office Signature/Date: \_\_\_\_\_

Year to Date Total Excused Absences: \_\_\_\_\_ Year to Date Total Unexcused Absences: \_\_\_\_\_

\_\_\_\_ (parent note)

\_\_\_\_ (pre-approved) \_\_\_\_ (college visits)

\_\_\_\_ (medical note)

\_\_\_\_ (OSS)

\_\_\_\_ (ISS)

Year to Date Total Excused Late Arrivals: \_\_\_\_\_ Year to Date Total Unexcused Late Arrivals: \_\_\_\_\_

Year to Date Total Excused Early Dismissals: \_\_\_\_\_ Year to Date Total Unexcused Early Dismissals: \_\_\_\_\_

Principal's Signature/Date: \_\_\_\_\_

- ☐ Approved as requested, or ☐ Approved with conditions (attached letter explains the conditions)
- ☐ Denied (a letter is attached providing an explanation)
- ☐ Comment: \_\_\_\_\_
- ☐ Parent notified via ☐ email ☐ U.S. mail \_\_\_\_\_  
(date)
- ☐ Copied teacher (Grades K-6 only) \_\_\_\_\_  
(date)
- ☐ Principal's Asst. returned original to Attendance Office \_\_\_\_\_  
(date)
- ☐ Attendance Office received \_\_\_\_\_ and posted \_\_\_\_\_  
(date) (date)

**Reminder:**  
Coordinate  
your response  
if families have  
requested time  
off for multiple  
children.