

**WESTBROOK MIDDLE SCHOOL
PLANNED ABSENCE FORM**

Completing this form indicates that a planned absence will occur as annotated below. This form notifies us of the absence, gives us the opportunity to advise you as to the possible impact on academic performance, and provides the ability to relay information relative to missing assignments.

I am requesting that my son/daughter, _____, be excused from school for the following date(s): _____ to _____. Number of school days: _____, and reason for absence _____

Note: Every effort should be made to schedule family vacations during school vacation periods. Attempt to schedule medical and dental appointments outside of school time. All written work, class work, homework, quizzes, and tests missed due to a planned absence can be made up. The responsibility for obtaining the missed work, completing the assignments, and submitting the work within the time allowed rests solely with the student. Despite everyone's best efforts and intentions, it is simply not possible to recreate class discussions, labs and lectures that students miss when they are out of class for an extended time.

Period	Subject	Approx. Grade	Will This Have Impact On Grade?	Work Due Before Departing	Work Due Upon Return	Teacher Signature

TO THE STUDENT: Your signature below reflects an understanding of the guidelines and that you are aware of the potential effect of the proposed absence on your grades.

Student's Signature: _____ Parent's Signature: _____

Administrator's Signature: _____

PLEASE RETURN FORM TO THE MAIN OFFICE

Class attendance is considered an essential component for academic success. Classroom instruction and the discussions that take place in the classes are important parts of each class. When a student misses class, that part of the instruction cannot be replaced.

State of Maine law recognizes that a student's absence from school is justified in certain situations. The following circumstances constitute "excusable absence" as defined under Main law:

1. Personal Illness
2. An appointment with a health care professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency; or
5. **A planned absence for a personal or educational purpose, which has been approved.**

Types of Absences:

Excused: Illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, driver examination, school related activities (e.g. field trips, etc.) religious observances, suspension from school, other reasons acceptable to administration approved on an individual basis.

Unexcused: Illness not verified by a parent/guardian or physician, employment, oversleeping, staying home to do school work, truancy, and absence with parental/guardian permission for reasons unacceptable to school administration.

Truancy: Is defined as absence without knowledge and permission of parent or guardian (classified as an (unexcused absence).

RETURN TO SCHOOL AFTER ABSENCE

A student must present a written excuse for absence to the Main Office, unless telephone contact with a parent/guardian has been made with the school.

MAKE UP

All missed work due to absence, dismissal, tardiness, or suspension will be made up as follows:

1. Students arriving late or being dismissed are expected to turn in all schoolwork that is due that day.
2. Upon returning to school after an absence or suspension, each student is responsible to contact, as soon as possible, those teachers whose classes he/she missed.
3. Absence of:
 - a. **1 to 3 days** – work must be made up within three school days following the last day of absence
 - b. **4- to 10 days**- work must be made up within six school days following the last day of absence
 - c. **Over 10 days** – schedule of make-up to be developed cooperatively by all teachers involved and the student's guidance counselor

Teachers will be considerate of the problems of make-up after a long period of absence, but will be insistent that work missed be completed within a reasonable period of time. Maximum allowable make-up period – four weeks.