

**PRE-EXCUSED ABSENCE REQUEST FORM**

**Note:** This form must be signed in the following order (1) Parent, (2) Your principal, (3) All teachers for the periods you will be out of school. After the form is completed return it to the Attendance Office.

Student \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_ Total School Days \_\_\_\_\_

Absence category request (see previous side for explanation):

**Room Numbers:**

Per. 1 \_\_\_\_\_ Per. 5 \_\_\_\_\_  
 Per. 2 \_\_\_\_\_ Per. 6 \_\_\_\_\_  
 Per. 3 \_\_\_\_\_ Per. 7 \_\_\_\_\_  
 Per. 4 \_\_\_\_\_ Per. 8 \_\_\_\_\_

**Check Category Requested**

- |                                  |  |
|----------------------------------|--|
| I. _____ Regular Excused Absence | III. _____ School Related/School Sponsored Student Absence or Reassignment |
| II. _____ Excused Travel Absence | IV. _____ Unexcused Absence  |

Reason for Absence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form is to be completed and returned to the attendance office 3 days prior to absence.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

(For School Office Use)

Disposition of Request  
 (Absence will be recorded in category checked)

- |                                  |  |
|----------------------------------|--|
| I. _____ Regular Excused Absence | III. _____ School Related/School Sponsored Student Absence or Reassignment |
| II. _____ Excused Travel Absence | IV. _____ Unexcused Absence  |

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

PERIOD	SUBJECT	TEACHER SIGNATURE	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			

## **Student Absence Policies and Procedures Westerville City Schools**

### **Parents and Students:**

This information is intended as a concise overview of the policies governing student absence from school. The categories explained apply to regular absence, as well as special request from pre-excused absence from school. If you have questions regarding interpretation of the policies and procedures, please contact the attendance secretary or one of the principals.

### **Category I “Regular Excused Absence”**

- A. Definition – Absence resulting from illness, hospitalization, illness or death in the immediate family, home emergencies, religious holiday observance, college visitation or other special reasons for which approval is given by your principal.
- B. Documentation – Telephone communication with the attendance office or principals, a note or letter signed by a parent, guardian or the completion of a “Pre-excused Absence Request Form.” Documentation should be completed at the earliest possible time, but not later than one school day after the student returns to school. If the absence is pre-excused, the form should be signed by all teachers and returned to the Attendance Office.
- C. Make-up Work – Permitted when the absence has been documented and excused in this category. The student will have up to the number of days equal to his or her days of absence, when practical and teachers are encouraged to provide tutorial help to the extent possible.

### **Category II “Excused Travel Absence”**

- A. Definition – Absence resulting from a student’s traveling a distance significant enough to require absence from school. Excused travel absences will only be approved for the instances where a student is traveling in the company of his or her parent or legal guardian when the purpose of the travel is for rest, recreation and/or vacation.
- B. Documentation – The student’s parent or guardian should complete the “Pre-excused Absence Form” and receive the approval of one of the principals as least three days prior to the first day of the anticipated absence. After the principal reviews the form, it must be signed by all of the student’s teachers and returned to the Attendance Office.
- C. Make-up Work – Approval of an absence request in this category entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to turn in homework assignments and graded work missed upon return and be prepared to take make-up test within five (5) days of his/her return to school. Teachers will not be expected to provide tutorial assistance for material covered during the student’s absence.

### **Category III “School Related or School Sponsored Student Absence or Reassignment”**

- A. Definition – Absence resulting from a student attending or performing at a school sponsored event, or performance. (i.e. Career Day, study trips, standardized test and/or athletic or other necessary performance situations). Although the student is not present in regular school, he/she will be counted present and no days will be deducted from his/her attendance record.
- B. Documentation – Telephone or written communication with a principal at least one day in advance of the absence.
- C. Make-up Work should be completed within the number of days equivalent to his/her absence. If the work is not made up, the student will receive a failing grade for incomplete work.

### **Category IV “Unexcused Absence”**

- A. Definition – Absence resulting when a student has the permission of his parent or guardian to miss school but his reason for absence does not qualify to be excused by the school under Category I., Category II, or Category III.
- B. Documentation – Parent communication by telephone, written note or completion of a “Pre-excused Absence Request Form”. Additionally, any unconfirmed student absence will be recorded in this category.
- C. Make-up Work – Students may request advanced assignments to attempt to stay academically abreast but no graded work or tests will be accepted by teachers.
- D. School Discipline – No discipline beyond the negative academic consequences will be assessed. This applies to unexcused absences using this form only.