

**South Portland School District
Planned Absence Request
Grades K-5**

To be completed and returned to school office at least one week prior to planned absence.

Name of Student _____ Date _____

Grade _____ Dates of Planned Absence _____

Reason for Planned Absence _____

Board of Education Policy: excerpt from Policy JEA - Compulsory Attendance

***Excusable Absence: A person's absence is excused when the absence is for the following reason:
E. A planned absence for a personal or educational purpose which has been approved.***

All assignments are to be made up within five school days of return. Teachers are not required or expected to prepare assignments prior to the absence for personal or educational purpose.

Prolonged absence will jeopardize typical progress.

The following course information is to be completed by all teachers prior to receiving student, parent, and Principal signatures:

Student Progress To-Date

Grade / Class

- * Demonstrating typical progress and/or Meeting IEP goals
- * Not making typical progress and/or Not Meeting IEP Goals

Teacher Signature/Date	_____	_____
Teacher Signature/Date	_____	_____
Teacher Signature/Date	_____	_____
Teacher Signature/Date	_____	_____
Teacher Signature/Date	_____	_____

My signature below indicates that I've read, understand and agree to abide by this form:

Parent/Guardian Signature	Date
Student Signature	Date
Principal's Signature	Date

Copy of form to be mailed home, once complete