

# Open Door Christian School

## Planned Absence Request

*This form must be completed and returned to the school office at least one week prior to the requested absence.*

### **Request for Planned Absences**

All requests for planned absences are made to the administration using a “Planned Absence Form”. Planned Absence Forms are available on the school website under “My ODCS” or the school attendance clerk.

**Educational/Unique Trips, Tournaments, and other Planned Absences:** These include trips when school is in session, non-school sports tournaments, mission trips, and other educational trips.

*ODC school calendar offers many holidays as well as spring and summer breaks. Parents and students are asked to schedule these trips during the breaks so that students do not miss important class time. ODC also asks parents not to extend existing school holidays and breaks into longer family trips. This creates gaps in the child’s education and puts extra strain on classroom procedures. These days do count as absences. If a student is absent more than 90% of scheduled class days, the student may lose credit for that semester.*

Planned absences may be considered excused by the school when the procedures stated below are followed:

- The parent is responsible for completing the form, gathering the proper information and signatures, and returning the form to the front attendance clerk one week prior to the first date for planned absence. Furthermore, a student is responsible for completing any work assigned by his/her teacher in the time frame agreed upon by the teacher and student.
- Teachers are responsible for filling out their portion of the form including giving some indication as to how the absence will affect the student’s grade, whether make-up work is allowed and, if so, what the expectations are for completing the stated work.
- Parents must review the teachers’ comments and qualifications and, recognizing that they bear the chief responsibility for the education of their child, make a reasonable decision based on the consequence associated with the absence. Parents must then sign the form and are equally responsible for their child’s completion and delivery of this form to the administration office.
- Students must be passing all classes and not be subject to any disciplinary action.
- The administration will give final approval, make any additional comments, and place the form in the student’s file.

### **Excessive Absences**

In order to receive credit for a class, students may not be absent from a class more than 10% of the total days per semester. If absences exceed this number either before or following this absence, the request will be denied. **Class work missed with a classified unexcused absence will receive no more than 70% credit.**

# Open Door Christian School - Planned Absence Form

## STEP ONE

Student Name: \_\_\_\_\_

Grade: PK3 PK4 K 1 2 3 4 5 6 7 8

Date(s) of Absence: \_\_\_\_\_

# of school days missed: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Educational Value in Absence: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_ Parent email: \_\_\_\_\_

## STEP TWO

The student or parent must take this form to his/her teachers in advance of the absence to receive a comment from each of his/her teachers. The parent and the student should closely review the "Teacher Comments" section. The student is responsible for contacting all of his/her teachers about work that can be done in advance, as well as any other work that can be made up. *Teachers may attach additional sheets if necessary.*

Teacher Name	Course(s)	Teacher Comments/Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____

## STEP THREE

After reading the above "Teacher Comments" as well as the Attendance Policy, I give my permission for my child to be absent from school.

\_\_\_\_\_  
Parent/Guardian Signature

## STEP FOUR

Please return this form to Ms. LeAnn at the Front Office at least one week prior to the date(s) of absence. Ms. LeAnn will forward this information to Mrs. Menard and a copy will also be emailed to the parent email address on file.

**OFFICE USE ONLY: Date received by office** \_\_\_\_\_

Request is:

- Approved: Considered Excused  
 Denied: Considered Unexcused (completed work will only receive 70% credit)

Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
*Administration Signature*

\_\_\_\_\_  
*Date*

