



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.

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.

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. Attendance, academic and behavior records, along with the reason for the planned absence will be reviewed for each planned absence request. Up to 10 days per school year will be considered for planned absences, with the exception of 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. **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 will 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-6th grades) or the student (7th 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).

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I have read and understand the policies referenced on page one of this Request for Approval of Planned Absence. I would like to request that my child _____, a student in _____'s class in _____ grade _____ be excused from _____ to _____ for _____ school days. Please notify me regarding approval via email at _____ or regular U.S. mail. _____

- Please check applicable boxes:
- Student will be traveling with _____ to _____.
 - Medical request, documentation from a medical professional will 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 (Elem. Only): _____

- Approved
- Denied
- Comment: _____

Attendance Officer's Signature/Date: _____

Year to Date Total Excused Absences: _____ Year to Date Total Unexcused Absences: _____
____ (parent note)
____ (medical note)
____ (pre-approved)
____ (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
- Denied (a letter is attached providing an explanation)
- Approved with conditions (a letter is attached explaining the conditions)
- Comment: _____
- Parent notified via email U.S. mail _____ (date)
- Copied teacher (Elem. only) _____ (date)
- Principal's Asst. returned original to Attendance Office _____ (date)
- Attendance Office received _____ (date) and posted _____ (date)

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