

# Saco Middle School Planned Absence Form

(to be used in the case of planned absences of 3 or more days)

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

State of Maine Law (Title 20-A, Part 3, Chapter 211, Subchapter 1) provides that a student's absence from school is excusable for one of the following reasons:

- A. Personal illness
- B. An appointment with a health professional that must be made during the regular school day
- C. Observance of a recognized religious holiday when the observance is required during the regular school day
- D. A family emergency
- E. A planned absence for a personal or educational purpose that has been approved [by school administration]

**Please note that this does not include absences for recreation purposes such as vacations. Any absence that does not meet the above criteria will be considered unexcused and your child will be subject to state truancy laws.**

This planned absence form must be completed and signed by parent/guardian, student, teachers and administrator at least one week prior to the start of the planned absence.

Number of school days student will miss: \_\_\_\_\_ Dates: \_\_\_\_\_

Please describe the reason for the student's planned absence: \_\_\_\_\_

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Class	Current Grade	Missing Work	Teacher Signature

It is often not possible for a teacher to give a student assigned work in advance of a planned absence. The student is responsible for all makeup work assigned by his/her teachers and due dates for assignments and assessments will be specified by teacher upon the student's return to class.

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_