

## PLANNED ABSENCE REQUEST

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

The Parent/Student Handbook outlines The Madeleine Choir School’s policy for excessive absences from class: “If a student is absent from school more than seven times a quarter, or more than eleven times in a semester, the student will lose academic credit.” In the case of a planned absence, a PLANNED ABSENCE REQUEST FORM is to be obtained from the Office Manager, completed, and submitted to the Principal for review. The Principal, along with the homeroom teacher, will review the request and decide whether the planned absence should be exempt from the excessive absence rule as listed in the handbook. A decision in the student’s favor **does not** guarantee a passing grade in the class, especially where class participation makes up a significant portion of the grade.

Dates of planned absence \_\_\_\_\_

Reason for planned absence \_\_\_\_\_

Parent Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Take this form to your **teachers first**.

Class	# of Absences	Student has notified me of this absence and has made arrangements to make up as much work as possible – Comments	Teacher’s initials

Submit this form to the Principal with all of the above items completed at least two weeks before the planned absence, unless otherwise specified by the teacher.

Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Comments/conditions \_\_\_\_\_

\_\_\_\_\_

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