

**Payette Lakes Middle School
Extraordinary Absence Request
Updated January 2012**

Attendance is an indicator of success in school and is necessary for maximum student learning. It is understood, however, that special situations may occur throughout the school year. Extraordinary absences include travel programs not sponsored by the school district, non-district athletic competitions, family travel, family emergencies, and bereavement. All extraordinary absences, excluding bereavement and family emergencies, must have written approval and acknowledgement from the principal and the student's teachers prior to the absence. The office will provide a form, and all necessary signatures are required. If the form is not completed and approved, the absences will not be considered extraordinary. Extraordinary absences are excluded from attendance related credit requirements. The two categories for extraordinary absences are as follows:

Category 1: An absence of 5 or more consecutive school days. The school must be notified a minimum of one week in advance of the absence so that a meeting may be scheduled. Prior to the absence (unless the absence is for an emergency or bereavement) the student, together with the parents(s)/guardian(s), will meet at a time which is agreeable to all parties. At this meeting a plan for completion of work will be determined (McCall-Donnelly School District Policy 3122). Bereavement and family emergencies must have written approval (completion of written request) upon return to school.

Category 2: Ongoing or absences fewer than 5 days. These may include non-district athletic competitions. The Extraordinary Absence Request form must be completed a minimum of one week prior to the absence and in the case of a non-district athletic activity, prior to the season. These absences do not require a meeting, but a meeting can be scheduled if requested by either parents or the school. Students and parents are encouraged to work with individual teachers to obtain assignments in advance or after the absence.

I, _____ request that my child, _____

be excused from school on the following dates: _____

Total number of days anticipated: _____

The reason for the upcoming absences (or emergency/bereavement): _____

Parent/Guardian Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Principal Signature

Date

*See plan for completion of work

