



RSU 16 Planned Absence Form

Poland Regional High School // Whittier Middle School

Poland Community School // Elm Street School // Minot Consolidated School

Attendance in school is one of the most important factors in a student's academic success. State law and RSU 16 policy require student attendance and may only excuse a student's absence for 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; or
- E. A planned absence for a personal or educational purpose which has been approved.

RSU 16 recognizes that planned absences for family vacations or other recreational activities are important and will support students missing school for such events. Up to, but no more than, **5 (five)** days absent from school will be excused each year for such experiences. These absences must be planned and pre-approved by administration. Additionally, it is the expectation of the district that students complete missing school work in a reasonable time.

Complete the attached form and submitted it to the appropriate administrator before the absence. Absences will be excused, if appropriate, only after the completed form with all required signatures has been submitted to the appropriate administrator. A copy of the form will be given to the student.

Student Name: _____

Dates of Absence: _____

Reason for Absence: _____

Academic Plan for completing work:

Course Name & Teacher	Academic Plan	Due Date	Teacher initials

Student Signature: _____

Parent Signature: _____

Secretary Signature: _____

Administrator Signature: _____