



Dublin City School District

Students  
5200 F3  
Revised 12/14/11  
English

## Elementary School Pre-Arranged Absence Form

- Students who plan to be absent from school for **one or more days** for reasons other than normal illness must submit this completed form to the school office at least three (3) days in advance of the absence. **This form is to be used for full day absences only.**
- **A follow-up note is required upon the student's return.**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. Listed below are the seven (7) conditions for excused absence as defined by the state. If the reason you wish to take your student out of school does not fall under these seven (7) conditions, the absence will be classified as unexcused.

Regardless of the classification of the absence, as excused or unexcused, any parent/guardian pre-arranging their child's absence from school will be able to collect any missed assignments. These assignments may be completed by the student and turned in for full credit.

Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of absence: \_\_\_\_\_ # of days: \_\_\_\_\_

Reason for absence (excused):

- |  |   |
|--|---|
| <input type="checkbox"/> Personal illness        | <input type="checkbox"/> Illness in the family necessitating the presence of the child  |
| <input type="checkbox"/> Quarantine of the home  | <input type="checkbox"/> Absence during the school day for professional appointments    |
| <input type="checkbox"/> Death of a relative     | <input type="checkbox"/> Observance of Religious holidays/Absence for Religious reasons |
| <input type="checkbox"/> Family emergency: _____ |   |

Reason for absence (unexcused):

- Vacation – time missed for vacation will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.
- Other, please explain: \_\_\_\_\_
- \_\_\_\_\_

Parent(s) note on absence (optional):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher signature

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date