

**Region 10 Technical High School
Planned Absence Request**

To be completed and returned to school office at least one week prior to planned absence.

Name of Student _____ Date _____

Program(s) _____ Grade _____

Dates of Planned Absence _____

Reason for Planned Absence _____

Cooperative Board Policy: excerpt from Policy JEA – Compulsory Attendance

Excusable Absence: A person's absence is excused when the absence is for the following reason:

E. A planned absence for a personal or educational purpose that has been approved;

All assignment are to be made up within five school days of return. Instructors are not required or expected to prepare assignments prior to the absence for personal or educational purpose.

Prolonged absence will jeopardize typical progress.

The following course information is to be completed by all instructors prior to receiving student, parents and Region 10 Administration signatures:

	<u>Course</u>	<u>Student Progress to Date</u> (Passing/In Danger of Failing)
_____ Instructor Signature/Date	_____	_____
_____ Instructor Signature/Date	_____	_____
_____ Instructor Signature/Date	_____	_____
_____ Instructor Signature/Date	_____	_____

My signature below indicates that I have read, understand and agree to abide by this form:

Parent/Guardian Signature Date

Student Signature Date

Superintendent/Director Date