

PRE-PLANNED ABSENCE APPLICATION INSTRUCTIONS

This application is to be used when students know in advance they will be missing school days, due to family obligations, religious observations or other non-school related youth type organizations during school hours. If a student is planning on missing consecutive days please fill out the pre-planned absence form. Submit this form to the Attendance Office five (5) school days prior to the absence. Please plan appropriately to limit days missed during the school year. The Elkhart County Attendance Program (ECAP) considers four (4) unexcused absences as well as ten (10) excused absences "Absences of Concern". The pre-planned application is important piece to a student getting homework ahead of time and having communication with teachers before leaving. This will help make things less stressful on the student and teacher upon their return to school.

HOW TO COMPLETE APPLICATION:

1. Fill out name, grade, and dates you will be missing school.
2. Take sheet to teachers of classes you will be missing. Discuss a plan for completing assignments issued during your absence. Please confirm when make-up work will be due.
3. Sign form, and have a parent sign form.
4. This form should be completed in its entirety and submitted to the attendance office five (5) school days prior to the absence.

PLEASE NOTE THE FOLLOWING:

- Pre-arranged absences are excused. Once ten (10) absences are reached the absences become "Absences of Concern".
- Days taken during the last five days of the semester will be considered unexcused and "Absences of concern".
- Days taken during ISTEP (or) ECA testing will be considered unexcused and "Absences of Concern". Students will be required to reschedule testing during the state testing window.
- Extenuating circumstances may be considered by the principal or his designee on an individual basis.

For a more thorough explanation of the attendance policy, please consult the Student Handbook Guidelines for Pre-Planned and Religious Absences.