



**COLUMBIA LOCAL SCHOOL DISTRICT**  
 “Achieving Excellence Together”

**PLANNED ABSENCE APPLICATION**

**THIS APPLICATION IS TO BE FILLED OUT IN ITS ENTIRETY AND MUST BE SUBMITTED AT LEAST THREE (3) SCHOOL DAYS PRIOR TO THE INTENDED ABSENCE.**

**A PLANNED ABSENCE OF 15 SCHOOL DAYS OR MORE REQUIRES PERMISSION FROM THE SUPERINTENDENT OF SCHOOLS. A LETTER OF EXPLANATION SHOULD BE ATTACHED TO THIS FORM.**

TO BE COMPLETED BY THE PARENT/GUARDIAN		
Today's Date:	Grade:	<input type="checkbox"/> Copopa <input type="checkbox"/> CMS <input type="checkbox"/> CHS
Student Name:		
Requested Dates of Absence:	Return to School Date:	
Purpose of Absence:		
<p><b><u>PARENT/STUDENT RESPONSIBILITY</u></b></p> <p>It is essential that parents/guardians assume responsibility for work their child misses during a planned absence. Education consists of much more than textbooks and paperwork. In that sense, the school experience cannot be taken along on a vacation. Therefore, absences must be arranged through the building principal and main office. Principals are charged with the responsibility of being the determining agent whether or not absences of any kind are excused.</p> <p><b><u>ATTENDANCE LAWS</u></b></p> <p>HB 410 requires us to notify you if the “excessive absence” threshold of 38 hours in one month or 65 hours in one school year is met. <b><u>These hours include doctor visits, dentist visits, hospital stays, tardies of more than 30 minutes per day, vacations, planned absences, etc.</u></b> Even though your child may have a legitimate doctor’s excuse for an absence, or you may have completed a vacation or planned absence request, we still have to send you a letter. When a student has <u>Excessive Absences</u> from school, the following will occur:</p> <ol style="list-style-type: none"> <li>1. The district will notify the student’s parents in writing within seven days of the triggering absence;</li> <li>2. The student will follow the district’s plan for absence intervention; and</li> <li>3. The student and family may be referred to community resources.</li> </ol> <p><b>Students are given one (1) day for each day of absence to make-up school work. (example: student absent for five school days. Make-up school work is due by the fifth day of the student’s return to school) Tests and quizzes will be taken upon a student’s return to school.</b></p> <p align="center"><b><u>OBTAINING SCHOOL WORK FROM THE TEACHER(S) IS THE STUDENT’S RESPONSIBILITY.</u></b></p> <p><b>STATEMENT OF ACCEPTANCE:</b> I understand the conditions listed on the Planned Absence Application. I agree to take full responsibility for the work missed with the understanding that achievement may be affected if the work is not made up in the designated timeframe.</p>		
Parent/Guardian Name:	Signature:	

FOR SCHOOL USE ONLY		
Principal's Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dates of Excused Absence:	Make-Up Work Due Date:	

Original – Principal’s Office

Copy – Parent/Guardian/Student

Copy – Teacher(s)