



**UPPER ARLINGTON SCHOOLS**  
1619 Zollinger Road/Upper Arlington, Ohio 43221/(614)-487-5000

PLANNED ABSENCE EXCUSE FORM

Overview of the Planned Absence Excuse Process

The Upper Arlington Board of Education recognizes that educational experiences are not limited to those taking place within school buildings. Further, the Board believes that regular school attendance is essential for students to receive the maximum benefit from the education program of the District. For these reasons, parents/guardians and students are strongly urged to arrange planned absence only when it is an utmost necessity. Parents/Guardians have the responsibility for making sound decisions regarding their child's capability of missing valuable classroom time.

Using this form, parents/guardians must notify the school principal at least ten (10) days in advance, when possible, of a planned absence. If the absence is excused the schoolwork missed during the absence may be made up. Teachers are not required to provide assignments in advance.

Upon receiving a Planned Absence Excuse Form, the building principal will mark the request: a) excused, b) conditionally excused, or c) unexcused.

By law, students who are absent thirty-eight (38) hours in a month, or sixty-five (65) hours in a school year, with or without legitimate excuse, are considered Excessively Absent. These hours include planned absences. Planned absences will not be excused if your child has already met or will meet (based on this request) the absence threshold for Excessive Absence and/or Habitual Truancy.

Therefore, a principal is able to excuse requests that do not conflict with Excessive Absence or Habitual Truancy. Principals may excuse hours that are at or below the Excessive Absence threshold and inform families of the hours that will be reported as unexcused. Principals may also conditionally excuse students who are in good standing with attendance but may have academic concerns. Principals will mark requests unexcused that meet or exceed Excessive Absence and/or Habitual Truancy thresholds or if the dates fall within a District testing window.

Forms may be submitted well in advance of the preferred ten (10) day notice, however principals will delay approval until at least ten (10) days prior to the first day of planned absence, to monitor the student's attendance.

**Special Notes:**

**College visits:** These days will be reported as excused absences if the student brings a signed and/or dated document from the college; general brochures will not be accepted.

**Religious Holiday:** Planned absences for religious observation will be reported as excused absences to the State.

For further details about planned absences, please visit the Upper Arlington Schools website for Board Policy and Administrative Guideline 5200.



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**Planned Absence Excuse Form**  
ONE FORM PER STUDENT

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
First Date of Absence

\_\_\_\_\_  
Last Date of Absence

\_\_\_\_\_  
Date of Return

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_

Name of homeroom teacher (K-5) or school counselor (6-12): \_\_\_\_\_

To the best of my knowledge the information above is correct. As the parent/guardian I assume full responsibility for the absence of the student named above. I have read the attached Board of Education Administrative Guideline 5200, Planned Absence, and agree to comply with it.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Printed Email Address

**For School Use Only**

To be completed ten (10) school days in advance of the first date of planned absence.

Hours requested for this trip: \_\_\_\_\_ As of \_\_\_\_\_ student has missed \_\_\_\_\_ total hours of school.  
(Date)

Excused \_\_\_\_\_

Conditionally excused \_\_\_\_\_

Unexcused \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Notes for conditionally excused: \_\_\_\_\_  
\_\_\_\_\_

Reason for unexcused: (i.e. unsatisfactory attendance; form submitted after the absence; academic concerns; testing window)  
\_\_\_\_\_  
\_\_\_\_\_

Scan/email or mail this information to parents immediately upon completion for their records.