



Student Planned Absence Form

We ask parents to carefully consider the pros and cons of scheduling time-off while school is in session, and please consider taking advantage of school breaks/holidays for extended absences. There is no substitute for being in school, and it is not possible to repeat the same experience if your child is not present.

In the event that school time – **more than two days** – will be used for time-off while school is in session, parents have the responsibility to contact the Principal first, and then let the teachers know at least two weeks in advance of the dates for the student's planned absence. This notification to the principal should be done using this *Student Planned Absence Form*.

Please be advised that even when we know ahead of time that a child will be gone from school, it is not possible to recreate the entire classroom day, the assignments, and the activities for them. Your child will miss significant learning activities while he/she is gone. We are not able to provide school work ahead of time unless a student has a documented/approved absence reason/or ILP.

In accordance with State of Oregon's attendance (ORS 339.065), students are expected to attend school when school is in session unless excused by a parent or guardian and the school's administration. Any student who misses more than **ten** days in a semester (two quarters) will no longer comply with the State of Oregon's required attendance days (ORS 339.065) unless there is a verified medical learning plan on file. The student will not receive grades, and the student will not receive course credit. Students with excessive absences jeopardize their enrollment status at VCES.

Please review the school's *Important Dates Calendar* and pay careful attention to standardized testing dates as well. To notify the school of a planned absence longer than two school days, please return this form to the school office two weeks prior to the time away.

Student Name(s): _____ Class: _____

Dates of Planned Absence: _____ Total Number of School Days to Be Missed: _____

Explanation of Absence: _____

I have read the school's statement on time away from school and understand the potential consequences.

Parent Signature _____

Date _____

Principal Signature _____

Date _____