

# PLANNED ABSENCE REQUEST

**INSTRUCTIONS:** This form must be turned in to Mr. Soodsma, Dean of Students at least **TWO** days before the absence occurs. Please do not email the teachers. Fill out this *Word Document*, print it, and bring it in to the office. Thank you.

<b>NAME OF STUDENT</b>	
<b>NAME OF PARENTS</b>	
<b>DATE(S)/HOUR(S) OF PLANNED ABSENCE</b>	
<b>PURPOSE OF PLANNED ABSENCE</b>	

## PLANNED ABSENCE AGREEMENT

A. We, parent and student, understand the following regarding this planned absence:

1. That being a student at Unity means being in attendance and prepared to learn whenever school is in session.
2. That being a student at Unity is a full-time commitment and a student's primary responsibility.
3. That a student's absence from class results in a natural loss of learning and usually results in lower scores on assessments. These lower scores may affect the final course grade, which becomes part of the student's permanent record and grade point average.

B. We, parent and student, agree to follow the procedures:

1. That this Planned Absence Request must be filed with Mr. Soodsma at least two days before the absence occurs in order to be considered a planned (excused) absence.
2. That the student is responsible for his/her learning and therefore responsible to contact his/her teachers before and after the planned absence.
  - The teacher will inform the student what needs to be learned.
  - The teacher will suggest learning activities, which may be given to the student before or after the absence.
  - The student will demonstrate that he/she has learned the material by completing assignments, quizzes, tests, etc.
  - The assignments, assessments, etc., must be completed as soon as is feasible; the maximum time allowed is two weeks from the day of return from the planned absence.
  - The student should not expect teachers to use class time for catch-up work. Unity's teachers are available before school, after school, and any other non-class time which can be arranged.

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date of request: \_\_\_\_\_

*FOR OFFICE USE ONLY:*

\_\_\_\_\_  
Approval granted by Mr. Soodsma

\_\_\_\_\_  
Date