



Pre-Approved Absence Procedures

*Provident Charter School recognizes that students may need to travel with parents for valid educational or family reasons. In such cases, pre-approval is required. Students requesting permission for such travel with parents must complete a Pre-Approved Absence Request Form. A Pre-Approved Absence is to be **no more than five school days** in length. Please read through the following procedures prior to completing the Pre-Approved Absence Request Form.*

1. Request for Excuse: The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted **at least 5 calendar days prior to the date** on which the student seeks to be excused from compulsory attendance.
2. Administrator's Discretion: The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Provident Charter School to discourage excused absences for educational tours or trips during the first two weeks of school, any state assessment testing window, and the final two weeks of any school term.
3. Assignments: Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. **All assignments/responsibilities that are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).**
4. Return to School: The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.
5. Failure to Comply: A student who, after being denied an excuse, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence.
 - a. A student who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

**Provident Charter School
Pre-Approved Absence Request Form**

Part 1. To be Completed by a Parent or Guardian.

Student Name _____ Telephone _____

Grade _____ Proposed travel destination: _____

Dates student will be absent from school: _____

Were prior requests granted during this school year? _____

Purpose of tour or trip: _____

Reason why trip cannot be taken when school is not in session: _____

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher (s). Attendance letters will continue to be sent in accordance with Board Policy.

Date: _____ Signature of Parent or Guardian: _____

Part 2. To be Completed by the Building Principal.

Please check one: _____ Approved _____ Disapproved

Other Notes / Reason for Disapproval:

Date _____ Signature of Principal: _____

of Absent Days Year-To-Date: _____