

## Hickory Creek Elementary - Pre-Planned Absence Request

Student Name (as it appears on official school records): \_\_\_\_\_  
(please print)

Homeroom Teacher: \_\_\_\_\_

Reason for Absence Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Requested Absence: \_\_\_\_\_

### Policies and Procedures for a Pre-Planned Absence:

1. The Pre-Planned Absence Request Form should be completed, signed & dated, then turned in to the Front Office or the Data Operator's office at least one week prior to the planned absence.
2. The form will be signed by Administration, acknowledging receipt. **Acknowledgement does not mean that the absence is excused** (please see the SJCS D Student Code of Conduct regarding excused/unexcused absences).
3. Once Admin has signed the form, a copy will be returned to the student and/or teacher. The student should make sure all his/her teachers see the form and are made aware of the absence.
4. **It is the responsibility of the student to make up assignments.** Teachers are NOT required to provide work ahead of time.
5. Students can check their teacher's website daily to determine what classwork has been missed. Students will have one (1) day per every day missed to turn in ALL assignments.
6. Please understand that for us to comply with FL State attendance laws, this pre-approved absence must be counted as part of the 15-day total absence (excused and unexcused) count for the year. As stated in the SJCS D Student Code of Conduct, once 15 total absences have been reached, we MUST have a signed & dated note from a doctor or medical practitioner for every subsequent absence.

I, \_\_\_\_\_, have read and understand all conditions stated above.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admin. Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_